

SOUTH EASTERN SCHOOL DISTRICT

Fixed Asset Transfer/Disposal Request Form (622-AR-4)

Asset Description	Serial #	Present Location	Transferred To	Indicate Type of Disposition Requesting			
		Building and Location	Building and Location	To Sell	Salvage Value	To Donate	To Discard

Requested By: _____

Print Name

Signature

Approval: _____

1. Building Administrator Signature / Date

2. Director of Information & Technology / Date

3. Superintendent / Date

Check if B&G Needed to Transfer/Dispose

4. Buildings & Grounds / Date (Completed)

5. Business Manager /Date Recorded in Fixed Assets