



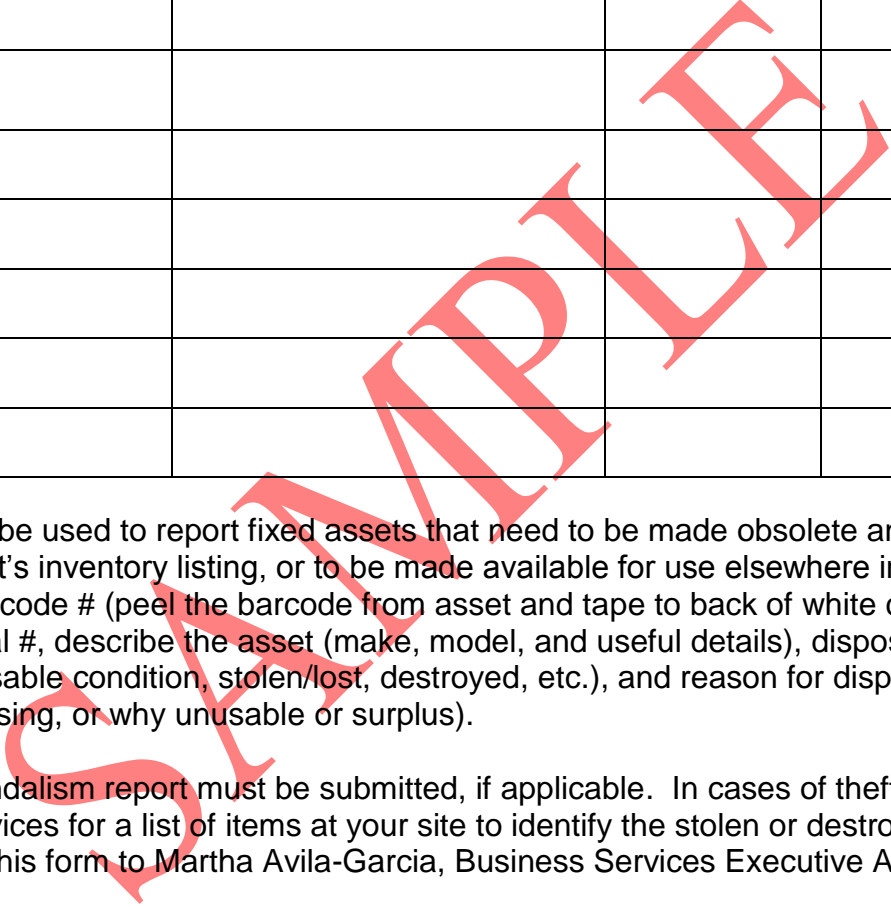
**Mountain View School District
Business Services**

You must use an original NCR form that may be requested from Martha in Business Services

Disposal of Fixed Assets

Please remove the following items from our site's fixed asset inventory.

Inventory/ Barcode #	Serial #	Description	Disposition	Reason



This form is to be used to report fixed assets that need to be made obsolete and removed from the district's inventory listing, or to be made available for use elsewhere in the district. Include the barcode # (peel the barcode from asset and tape to back of white copy of this form), the serial #, describe the asset (make, model, and useful details), disposition (useable condition, unusable condition, stolen/lost, destroyed, etc.), and reason for disposal (how destroyed, missing, or why unusable or surplus).

A separate vandalism report must be submitted, if applicable. In cases of theft or destruction, call Fiscal Services for a list of items at your site to identify the stolen or destroyed items. Please return this form to Martha Avila-Garcia, Business Services Executive Assistant, at the District Office.

Disposal Requester

School Site/Department

Date of Request

Office Use Only

Recommended Disposal Method _____

Board Obsolescence Date _____

Date & Final Disposition of Asset _____

Removed From Inventory By _____

White – Purchasing

Yellow – Business Office

Pink – School Site/Department