

INVENTORY DISPOSAL FORM

This form must be completed and submitted to the Treasurers Office for approval prior to disposal of any equipment. Upon approval from the Treasurers Office the asset may be disposed of. Please remove the Southeast Local Schools tag from the asset and attach it to this form.

Tag Number _____

Serial Number _____

Description _____

Date _____

Amount Received If Sold _____

Reason For Disposal _____

Administrative Approval _____

To Be Completed By The Treasurers Office:

Treasurers Office Approval _____

Disposal Date _____