

## WISD FIXED ASSET DELETE FORM

This form should be completed any time a Fixed Asset needs to be removed from your inventory. The codes for the disposition of an asset are listed below. The completed form must accompany any items sent to the Central Office for disposal.

After form is completed, make yourself a copy and send original to **Linda Sopchak at the ESC.**

Asset Number:

Item Description:

Serial Number:

Campus:

Room #/Teacher Name:

Disposition code: \*\*

- \*\* 1. Lost
- 2. Stolen
- 3. Combination of Numbers
- 4. Traded-In
- 5. Transfer to Non-Fixed
- 6. Auction Item
- 7. Broken/Worn Out
- 8. Sold
- 9. Duplicated