

DISPOSAL OF ASSETS

Any asset valued in excess of \$500, except equipment that is permanently affixed in the school building, must have a record of its disposal. The following procedure should be followed in disposing an asset.

1. A *Request for Disposal of Assets* form should be completed and submitted to the Principal's Office. This form can be obtained via the Region One website, www.region1schools.org, or from the Business Office.
2. The assets inventory tag should be secured to the *Request for Disposal of Assets* form.
3. The Principal or their designee must approve of the disposal and then request the Board of Education's approval at their regular monthly meeting.
4. The Head Custodian will then include the projected disposal date and any special instructions for disposal and submit the form to the Business Office for inventory purposes.

REQUEST FOR DISPOSAL OF ASSETS

(ANY ASSET VALUED OVER \$500. VALUE TO BE DETERMINED BY THE BUSINESS OFFICE)

TO BE COMPLETED BY THE REQUESTOR

Name: _____ Room No.: _____ Inventory No.: _____

Will asset be replaced?: YES / NO If yes, what is the cost: \$ _____

Description of Asset: _____

Signature: _____ Date: _____

TO BE COMPLETED BY THE PRINCIPAL

Date Received: _____ Disposal of Asset Approved: YES / NO

Date of Board Meeting: _____ Board Approved: YES / NO

Signature: _____ Date: _____

TO BE COMPLETED BY THE HEAD CUSTODIAN

Date Received: _____ Projected Disposal Date: _____

Special Disposal Information: _____

_____ Secure Inventory Tag Here:

Signature: _____ Date: _____