

# Croton-Harmon School District

10 Gerstein Street

Croton-on-Hudson, NY 10520

## **FIXED ASSET DISPOSITION FORM**

**Instructions:** Please enter information related to fixed asset dispositions. If you are missing information leave the cell blank. In the cell labeled "Asset Tag #", enter the asset identification number located on the asset tag, this is required information. Please note in the final column if the asset is being surplused (stored with final disposition to be determined later), sold or discarded. Submit the form to the business office for all fixed assets with a cost greater \$500. For fixed assets with a cost from \$100 - \$500 complete the form and retain in local fixed asset records.

<i>Location</i>		<i>Asset Tag #</i>	<i>Asset Description</i>	<i>Manufacturer</i>	<i>Model Number</i>	<i>Serial #</i>
<i>Bldg</i>	<i>Room/Dept</i>					
<b>Comments:</b> 						

\* All items to be sold must be bid and processed through the business office.

**Authorizations / Signatures for Dispositions**

1) \_\_\_\_\_ Date  
Employee or Fixed Asset Designee

3) \_\_\_\_\_ Date  
Director of Finance and Administration

2) \_\_\_\_\_ Date  
Principal, Director or Designee

4) \_\_\_\_\_ Date  
Disposition Completed by