

**WHITE PLAINS CITY SCHOOL DISTRICT - DISPOSAL OF AN ASSET FORM**

DATE: \_\_\_\_\_

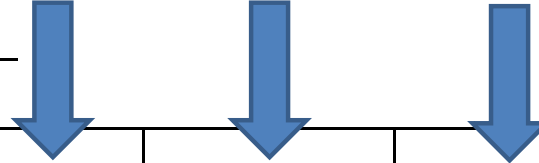
PURCHASE ORDER NUMBER: \_\_\_\_\_

PROPERTY RECORD - **DISPOSAL OF ASSET**

VENDOR NUMBER: \_\_\_\_\_

BUILDING: \_\_\_\_\_

RECEIVER/CUSTODIAN \_\_\_\_\_



ASSET TAG#	ITEM DESCRIPTION	FLOOR	ROOM	QTY	MANUFACTURER	MODEL#	SERIAL#	REASON FOR DISPOSAL
ASSET TAG#	ITEM DESCRIPTION	FLOOR	ROOM	QTY	MANUFACTURER	MODEL#	SERIAL#	REASON FOR DISPOSAL
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*PURCHASING OFFICE ONLY:*

DATE OF MEMO TO SUPERINTENDENT: \_\_\_\_\_

DATE OF DISPOSAL: \_\_\_\_\_

FIXED ASSET REPORTING YEAR: \_\_\_\_\_