

WHITE PLAINS CITY SCHOOL DISTRICT - DISPOSAL OF AN ASSET FORM

DATE: _____

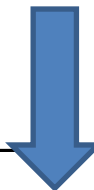
PURCHASE ORDER NUMBER: _____

PROPERTY RECORD - **DISPOSAL OF ASSET**

VENDOR NUMBER: _____

BUILDING: _____

RECEIVER/CUSTODIAN _____



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

DATE OF MEMO TO SUPERINTENDENT: _____

DATE OF DISPOSAL: _____

FIXED ASSET REPORTING YEAR: _____