

WHITE PLAINS CITY SCHOOL DISTRICT - DISPOSAL OF BOOKS FORM

DATE: _____

PROPERTY RECORD - **DISPOSAL OF ASSET**

BUILDING: _____

LOCATION: _____

<u>QUANTITY</u>	<u>ISBN#</u>	<u>TITLE</u>	<u>PUBLISHER</u>	<u>YEAR</u>	<u>CONDITION OF BOOK</u>	<u>REASON FOR DISPOSAL</u>

PURCHASING OFFICE ONLY:
DATE OF MEMO TO SUPERINTENDENT: _____
DATE OF DISPOSAL: _____
FIXED ASSET REPORTING YEAR: _____