FIXED ASSET INFORMATION PROGRAM
NOTICE OF CHANGE IN LOCATION OR DISPOSITION FORM

TO: The Treasurer's Office

FROM: _____
(Signature of Principal or Administrator)

DATE: _____

The purpose of this form is to notify the treasurer's office of changes in the location of fixed assets (equipment). ADDITIONALLY, this form is used to notify the treasurer's office to remove a fixed asset from the District's inventory due to theft, breakage, sale, etc. This notification of removal is to be done only after the asset(s) is actually removed from School District property. If applicable, include disposition comments such as the name of the person to whom a fixed asset was sold; the price paid for the fixed asset; the reason for no longer needing the fixed asset; etc. More than one disposition change comment line may be used per item. Voluntary disposal or sale of any fixed asset may only be done with prior Board of Education approval. The approval date must be included on this form.

ITEM/ TAG NO.	FIXED ASSET DESCRIPTION	FORMER LOCATION CODE (3-DIGIT ALPHA/NUMERIC	NEW LOCATION CODE (3-DIGIT ALPHA/NUMERIC)	DISPOSITION CHANGE COMMENTS (STOLEN, SOLD, DESTROYED, ETC)	DATE OF BOARD OF EDUCATION APPROVAL FOR VOLUNTARY DISPOSITION CHANGE