

# Shelby County Schools Asset Disposition Form

Form No. 14671

From: \_\_\_\_\_ Loc. \_\_\_\_\_ To: \_\_\_\_\_ Loc. \_\_\_\_\_  
(School/Division) (School/Division)

**Instructions:** This form is to be used when either adding a new asset, transferring an asset to another location, disposing of an asset, repairs and/or reporting stolen asset. Authorization must be obtained from either the school principal, division and/or department head prior to an asset being transferred, disposed and/or removed from school's and/or division's inventory. **Please list furniture and equipment on separate forms.**

Indicate Type				Office Use Only				
Add <input type="checkbox"/> Transfer <input type="checkbox"/> Disposal <input type="checkbox"/> Stolen <input type="checkbox"/> Traded <input type="checkbox"/>				Date Received _____		Processed _____		
Qty.	Asset Description	MCS ID No.	Serial Number/ Model No.	Manufacturer	P.O. Number/ Accounting Code	Program/ Project	Date Purchased	Original Cost

**School/Division Authorization**

**Receipt Authorization**

Shipper's Name \_\_\_\_\_ Date \_\_\_\_\_      Delivered by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_      Receiver's Name (please print) \_\_\_\_\_