

**DREW CENTRAL SCHOOL DISTRICT
PROPERTY ACTION/DISPOSITION FORM**

Description (Make, Model, Manufacturer, etc.):	Property ID#:	
	Serial Number:	
Physical location of property (Building, Room #):		

Disposition:

<input type="radio"/> Damaged Beyond Repair <input type="radio"/> Destroyed <input type="radio"/> Donated <input type="radio"/> Lost/Stolen <input type="radio"/> Obsolete <input type="radio"/> Transfer <input type="radio"/> Other (Describe):	Fully describe the request for disposition here:
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Transfer:

Name of person completing form:
Name: _____ Date: _____
Principal Releasing Property
Name: _____ Date: _____
Signature: _____
Principal Receiving Property
Name: _____ Date: _____
Signature: _____
New Physical Location of Property (where will this item be found or stored)
Building: _____ Room #: _____

Office Use Only:

Fixed Assets Confirmation of Disposition: <input type="radio"/> Transfer (location changed in system) <input type="radio"/> Hold for Auction (retired from system) <input type="radio"/> Destroyed (retired from system)	If Board action required, date of board action: Date: _____
Date Entered in FMS System: _____	Form Completed By (initials): _____