

City of Baker School Board

**CAPITAL ASSET DISPOSAL FORM**

School \_\_\_\_\_

Department \_\_\_\_\_ Bldg No. \_\_\_\_\_ Room No. \_\_\_\_\_

List below item(s) on capital asset inventory that is/are obsolete, broken or non-repairable to be picked up by the Property Control Manager.

	<b>TAG NUMBER</b>	<b>DESCRIPTION OF ITEM(S)</b>
<b>1</b>		
<b>2</b>		
<b>3</b>		
<b>4</b>		
<b>5</b>		
<b>6</b>		
<b>7</b>		
<b>8</b>		

**APPROVED BY:**

\_\_\_\_\_  
School Property Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Principal

\_\_\_\_\_  
Date

*For use by Business Office*  
**Action Taken**

