

DELETE AN ASSET RECORD WORKSHEET

ASSET & BAR CODE

LOCATION _____

BUILDING _____

ROOM NUMBER _____ TEACHER'S NAME _____

CLASSIFICATION

731

(Computer Equipment)

735

(Furniture & Equipment)

GROUP 241

P O NUMBER _____

FUND CODE _____

DESCRIPTION _____

VENDOR NAME _____

DATE OF PURCHASE _____

PURCHASE AMOUNT _____

LIFE EXPECTANCY _____

MANUFACTURER _____

MODEL # _____

SERIAL # _____

VENDOR # _____

CHECK # _____

CLAIM # _____

REASON FOR DELETING _____

Building Principal Signature _____

Disposal CODE: 77 Disposal Date _____

COMPLETE AND FAX TO CENTRAL OFFICE