

PROPERTY DISPOSAL FORM

Pulaski County Special School District

(Send form to: Alli White at email: awhite7320@pcssd.org of Fax: 501-490-5810)

To: Alli White, Warehouse Coordinator Date: _____

From: _____ School/Dept.: _____

^^Printed Name of Person Sending Form

List Items Being Disposed

Quantity	Asset Tag / Property No.	Serial No.	Item Description	Reason for Disposal

^^Person Sending Form - Signature Date

^^Approved by Supervisor/Dept. Head - Printed Name Date

^^Person Picking Up Items - Signature Date

^^Approved by Supervisor/Dept. Head - Signature Date

****FOR WAREHOUSE USE ONLY****

(Must have board approval before disposal of a fixed asset)

Date board approved: _____

Attach the board approval documentation

METHOD OF DISPOSAL (circle one)

Scrapped
 Sold
 Transferred to another location*

* If transferred to another location, you must also complete the Property Transfer Form, attach to this form, and send all to Fixed Asset Dept.