

Woodridge Local School District

REQUEST FOR ASSET DISPOSAL (TRANSFER)

Submitted by: _____ Date: _____

<u>Asset Description</u>	<u>Tag or Other Identification #</u>	<u>To be transferred from</u>		<u>To be transferred to</u>	
		<u>Dept.</u>	<u>Location</u>	<u>Date</u>	<u>Location</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Reason for disposal (transfer) _____

Method of disposal _____

Signature of building principal _____

Date of request _____ Approved _____ Disapproved _____

Signature of fixed asset manager _____

Date of disposal (transfer) _____ If sold for scrap, amount received _____

If traded in, tag or identification number of asset acquired _____