NEBO SCHOOL DISTRICT
ASSET DISPOSITION FORM

______________________________________ $_______________________
Asset Tag Number(s) (attach list if necessary) Original Cost (if known)
___________________________________________________________________
Asset Description
______________________________________________
Requesting School / Department

PART A
Reason for disposition: ___________________________________________________________________________________________________
Requested disposition method:
School / Department to sell at a minimum price of $_______________ after advertising for not less than _____ days in the following
publication or electronic forum: _________________________________________________________________________________________
Purchasing Department to sell at a minimum price of $_______________ after advertising for not less than _____ days in publications or
electronic forums deemed appropriate by the Purchasing Department
Discard

__________________________________ __________
Signature of Approving Official Date

PURCHASING DEPARTMENT DECISION AND DIRECTIVE
The above described asset is approved to be sold by the School / Department at a minimum price of $_______________ after advertising for
not less than _____ days in the following publication or electronic forum: ________________________________________________________________________________________.
After the sale, please complete Part B and forward this document and the proceeds from the sale to the Finance Department.
The above described asset is approved to be sold by the Purchasing Department at a minimum price of $_______________ after advertising
for not less than _____ days in the following publication or electronic forum: ________________________________________________________________________________________.
Please return this document and the asset to the Purchasing Department by _______________. After the sale, the Purchasing Department will
complete Part B, send a copy of this document to the School / Department, and forward this document and the proceeds from the sale to the
Finance Department.
The above described asset is to be transferred to ________________________________________. Please contact the receiving School /
Department by _______________ to arrange for delivery of the asset. Then, complete Part C and forward this document to the receiving
School / Department along with the asset.
The above described asset is approved to be discarded. Please discard the asset as deemed appropriate, complete Part D, and keep this
document with your asset records.

__________________________________ __________
Signature of Approving Official Date

PART B
The above described asset was sold on _______________ for $_______________. A copy of the receipt and the proceeds from the sale
accompany this document.

__________________________________ __________
Signature of Approving Official Date

PART C
The above described asset was transferred to ________________________________________ on _______________.

__________________________________ __________
Signature of Approving Official Date

PART D
The above described asset was discarded on _______________.

__________________________________ __________
Signature of Approving Official Date

Last revised: June 18, 2008