



**NEBO SCHOOL DISTRICT  
ASSET DISPOSITION FORM**

Asset Tag Number(s) (attach list if necessary)	\$ _____
Asset Description	Original Cost (if known)
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