

**MUSKEGO-NORWAY SCHOOL DISTRICT
FIXED ASSET MANAGEMENT FORM**

Please complete the form below any time tagged District owned capital equipment is sold, disposed of, transferred, traded in or donated. Capital equipment generally has a minimum cost of \$1,000 and a useful life of one year or more. This form does not grant approval to dispose of equipment; it only serves to update the inventory database. Please use separate forms for items with different disposition types.

Name: _____ Today's Date: _____

Department: _____ District Location: _____

Type of Disposition:

Sold Scrapped Transfer w/in District Traded In Donated Missing

Equipment Status Change Date: _____

If transferred, New District Location: _____

If Sold, Traded, or Donated, Recipient & Amt Received: _____

Reason if Missing: _____

Tag Number	Description	Model Number	Manufacturer	Serial Number

Please affix **all** tags from sold/scrapped/traded in/donated item(s) to the back of this sheet. DO NOT remove tags from items that are being transferred within the District.

Send completed forms as soon as possible after the status change to Kim Dros at the ESC.