

**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 |
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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.