

BELMONT-HARRISON VOCATIONAL SCHOOL DISTRICT

REQUEST FOR ASSET DISPOSAL

ASSET DESCRIPTION	STATE TAG NUMBER	BHVSU TAG NUMBER	SERIAL OR OTHER ID#	LOCATION CODE

REASON FOR DISPOSAL _____

METHOD OF DISPOSAL _____ ***IF FOR AUCTION/SALE YOU MUST ALSO COMPLETE AUCTION/SALE FORM*

EMPLOYEE SIGNATURE _____ (AFTER EMPLOYEE COMPLETES FORM – PLEASE FORWARD TO SONYA IN THE TREASURER’S OFFICE)

1. REVIEWED AND ATTACHED MORE INFORMATION ON THE ABOVE ITEMS _____
 ASSISTANT TREASURER _____ DATE _____

2. SUPERVISOR REVIEWS THE ATTACHED INFORMATION ON THE ABOVE ITEMS AND APPROVES OF THIS DISPOSAL:
 SUPERVISOR’ SIGNATURE _____ DATE _____

3. BOARD APPROVAL BOARD DISAPPROVED BOARD MEETING DATE: _____
 SIGNATURE OF SUPERINTENDENT _____ TREASURER’S INITIAL _____

4. DATE OF DISPOSAL _____ IF SOLD FOR SCRAP, AMOUNT RECEIVED _____
 IF TRADE-IN, TAG OR ID NUMBER OF ASSET ACQUIRED _____
 THE ABOVE ITEMS HAVE BEEN PROPERLY DISPOSED OF _____
 INSTRUCTOR SIGNATURE _____

*****INSTRUCTOR.....AFTER COMPLETEING #4 PLEASE RETURN TO TREASURER’S OFFICE*****

FOR OFFICE USE ONLY: DATE DONE ON COMPUTER _____ SIGNATURE _____

AUCTION/SALE FORM

(COMPLETE AND ATTACH TO ITEM BEING AUCTIONED /SOLD)

TAG# _____ DESCRIPTION _____

WHAT'S WRONG WITH ITEM? _____

SIGNATURE _____ DATE _____

TAG# _____ DESCRIPTION _____

WHAT'S WRONG WITH ITEM? _____

SIGNATURE _____ DATE _____

TAG# _____ DESCRIPTION _____

WHAT'S WRONG WITH ITEM? _____

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