

BELMONT-HARRISON VOCATIONAL SCHOOL DISTRICT

REQUEST FOR ASSET DISPOSAL

ASSET DESCRIPTION	STATE TAG NUMBER	BHVSD 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 JORDAN 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 _____

ORIG > Julie ☐
 COPY>Mark ☐
 >Maintenance ☐ ☐

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_____

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