

# GARAWAY LOCAL SCHOOLS

## REQUEST FOR ASSET DISPOSAL (TRANSFER)

Asset Description	Tag or other ID#	To Be Transferred From:		To be Transferred To:	
		Building	Location	Building	Location
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Reason for disposal (transfer) \_\_\_\_\_

Method of disposal:    Traded-in     Junked     Sold     Lost

Signature of official, department head, or principal: \_\_\_\_\_

Date of Request \_\_\_\_\_

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Request Approved       Request Disapproved

Date disposal (transfer) entered in system: \_\_\_\_\_

If traded-in, tag or identification number of asset acquired \_\_\_\_\_

\_\_\_\_\_  
Signature of Treasurer