



CLARKSDALE MUNICIPAL SCHOOL DISTRICT
Education of our Children: TOP PRIORITY!

Asset Form C

ASSET DISPOSAL REPORTING FORM

All asset disposals must be made in accordance with Section 37-7-451, et. seq., Mississippi Code.

To be completed by School/Department

ASSET TAG #: _____ SERIAL #: _____

ASSET DESCRIPTION: _____

SCHOOL/SCHOOL #: _____ BLDG #: _____

ROOM #: _____

Reason for Requesting Disposal: _____

(If lost, stolen, or other disappearance, attach Lost or Stolen Property Affidavit. In case of theft, robbery, or mysterious disappearance, attach a copy of Police/Sheriff report.)

Signature – Employee (1) _____ Date _____

Signature – Principal/Director _____ Date _____

Submit form to Fixed Assets Office after Completion

To be completed by Fixed Assets Office

DATE APPROVED BY BOARD: _____ DATE DISPOSED: _____

Method of Disposal (Check one):

Sold Amount Received from Sale: \$ _____ Rec #: _____

Junked

Scrapped

Ofc of Surplus Property

Lost

Stolen

Other Disposal (Explain): _____

Acquisition Date of Asset: _____ Asset Cost: _____

Asset record updated by: _____ Date: _____

Signature – Fixed Assets Ofc _____ Date _____

(1) Signature of employee responsible for the asset (teacher, librarian, etc.)
