

Memphis-Shelby County Schools Asset Disposition Form

Form No. 14671

From: _____ Loc. _____ To: _____ Loc. _____
(School/Division) (School/Division)

Instructions: This form is to be used when either adding a new asset, transferring an asset to another location, disposing of an asset, repairs and/or reporting stolen asset. Authorization must be obtained from either the school principal, division and/or department head prior to an asset being transferred, disposed and/or removed from school's and/or division's inventory. **Please list furniture and equipment on separate forms.**

| Indicate Type | | | | | Office Use Only | | | |
|--|-------------------|-------------|-----------------------------|--------------|--|---------------------|-------------------|---------------|
| Add <input type="checkbox"/> Transfer <input type="checkbox"/> Disposal <input type="checkbox"/> Stolen <input type="checkbox"/> Traded <input type="checkbox"/> | | | | | Date Received _____ Processed _____ | | | |
| Qty. | Asset Description | MSCS ID No. | Serial Number/ Model No. | Manufacturer | P.O. Number/ Accounting Code | Program/ Project | Date Purchased | Original Cost |
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School/Division Authorization

Receipt Authorization

Requester's Name _____ Date _____ Delivered by _____ Date _____
 Received by _____ Date _____ Receiver's Name (please print) _____