

**FIXED ASSETS TURN-IN FOR DISPOSAL**  
**(ONLY USE FOR SALVAGED EQUIPMENT)**

To: Donald Isabelle, Fixed Assets Clerk

Date: \_\_\_\_\_

From: \_\_\_\_\_

School/Facility: \_\_\_\_\_

Room#/Office: \_\_\_\_\_

It is requested that the following items be turned in for disposal and taken off of my inventory:

**\*\*\*\*\* (Tech, remove fixed asset tag from equipment and place on this form) \*\*\*\*\***

<u>Description of Item</u>	<u>TAG#</u>	<u>Reason For Turn In</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Turned In By: \_\_\_\_\_  
School Representative

Picked Up By: \_\_\_\_\_  
Technician

Accepted By: \_\_\_\_\_  
Fixed Assets Clerk

Date: \_\_\_\_\_