Upper Arlington City School District
Fixed Asset Donate/Sell/Disposal Form

TO: Business Services Department

FROM: _____ _____
Name Building/Department

DATE: _____

Please list below the fixed asset(s) that you wish to donate/sell or dispose of. Approval to donate/sell or dispose of these asset(s) will be asked for at the next scheduled Board of Education meeting. After approval, this form will be completed in the section below indicating approval/disapproval and the proper method of disposition, then returned to the requestor. DO NOT TAKE ANY ACTION ON FIXED ASSET ITEMS UNTIL BOARD APPROVAL IS OBTAINED.

Description of Asset	UACSD Tag # (if applicable)	Serial Number

Attach additional sheets if necessary.

Reason for disposal: (check appropriate box)
☐ trade-in ☐ no longer in working order ☐ outdated ☐ repair costs higher than replacement cost
☐ other _____

Business Services Department Use Only

Date of Board of Education Approval: _____

Disapproval: _____

Recommended Method of Disposition: _____

Signature: _____
Executive Director of Business Services