

LAKE SHORE PUBLIC SCHOOLS

**FIXED ASSET
DISPOSAL FORM**

Purchase Order Number, if known _____

Date Acquired, if known _____

Asset Number (*Business Office Use Only*) _____

Description _____

Building/Department, Room
Number, Etc. _____

Disposal Date _____

Disposal Method _____

Reason _____

Sales Proceeds (*If Applicable*) _____

Building Administrator/Department Head Signature

Date