

# Alabaster City Schools Inventory Deletion Request Form

This is a stand-alone form that can be used if you have one or many items to delete from inventory.

Contact Info:

Name: \_\_\_\_\_

Email: \_\_\_\_\_ @acsboe.org

School: \_\_\_\_\_

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

## Deletion Reasons:

1. Broken beyond repair,
2. Obsolete,
3. Stolen (Police Report Req.),
4. Other (attach explanation)

Date Printed: 8/17/17 21:33

	Room Number	ACS Inventory Bar Code	School Asset ID	Serial Number	Description	Model	Manufacturer	Deletion Reason
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

**NOTE: All items should remain in place until Board approved deletion form is received.**

Board Approved Date

School TC or ACSIT approval for computer equipment: \_\_\_\_\_  
Date

Principal (or designee) signature authorizing deletion: \_\_\_\_\_  
Date

**Attach approved form to deleted item.**

Print and send signed form to Michele.Glenn@acsboe.org or Pony. Deletion approvals occur at the regular monthly board meeting.

Approved forms will be emailed back to school A/P and originator if contact info is filled out.