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.

School: Date: D	::	Name:				@acsboe.org 		3. Stolen (Police Report Req.),	
Date Printed: 8/17/17 21:33 Date Printed: 8/17/17 21:33 Deletion Number Bar Code Asset ID Serial Number Description Model Manufacturer Reason	t Infe	Email:							
Date Printed: 8/17/17 21:33 Date Printed: 8/17/17 21:33 Deletion Number Bar Code Asset ID Serial Number Description Model Manufacturer Reason	ontac	School:							
Room ACS Inventory School Serial Number Description Model Manufacturer Reason	O	Date:						4. Other (attach explanatio	
Number Bar Code Asset ID Serial Number Description Model Manufacturer Reason					Date Print	d: 8/17/17 21:33	L		
1		Room	·	School					Deletion
2		Number	Bar Code	Asset ID	Serial Number	Description	Model	Manufacturer	Reason
3	1								
4	2								
5	3								
6	4								
7 8 9 9 9 9 9 9 9 9 9	5								
8 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9	6								
NOTE: All items should remain in place until Board approved deletion form is received. Board Approved Date	7								
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Board Approved Date School TC or ACSIT approval for computer equipment: Date	10								
Board Approved Date School TC or ACSIT approval for computer equipment: Date			NO	OTE: All item	s should remain in p	place until Board approved de	eletion form is	s received.	
Date					·				
		Board A	Approved Date		School TC or ACSI	T approval for computer equipment			
Principal (or designee) signature authorizing deletion:									Date
					Principal (or design	gnee) signature authorizing deletion:			
Attach approved form to deleted item. Date		Attach appr	oved form to delet	ed item.		g,g			Date

Print and send <u>signed</u> 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.