

**Alabaster City Schools
Fixed Asset / Inventory
Deletion Form**

Date _____

☐ Multiple Item Deletion Must use "Multiple Item Deletion Listing" Form

Enter multiple item form number AFTER form is printed

Form Number _____ Number of items Listed _____

☐ Single Item Deletion

ACS BAR CODE NUMBER _____ Sample \Rightarrow



Description of Item: _____

_____ Model# _____ Maker _____

School Asset ID Number _____

Serial Number _____ (Required)

School _____

Current Location (Room Number) _____

Reason for Deletion: BROKEN OBSOLETE STOLEN OTHER _____
Police Report Req.

Method of Disposal: SALE SALVAGE RECYCLE

Details of Disposal Method: _____

Principal or Department head Signature: _____

Name and Contact info of person filling out this form:

Name _____

Telephone Number _____

Email _____ ☐ @acsboe.org

NOTE: Must have board approval prior to disposing of any property/equipment.

Date of Board approval _____

Send original form with signature to the Central Office. ATTN: INVENTORY
Keep a copy for your records.