

OWEN COUNTY SCHOOL DISTRICT - REQUEST FOR DISPOSAL OF ASSET(S)

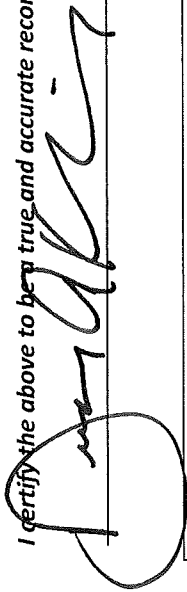
(COMPLETE FORM, PRINT, SIGN AND SUBMIT TO THE CENTRAL OFFICE FOR BOARD APPROVAL. NO ASSET CAN BE SOLD, DESTROYED, ETC. WITHOUT APPROVAL FROM THE BOARD OF EDUCATION.)

DATE 9/13/2017

EMPLOYEE'S NAME : MICHAEL PINKSTON

Asset Tag #	Serial # (VIN if vehicle)	Description of Asset	Location of Asset (School and/or Room)	Reason for Disposal	Requested Method of Disposal
	10379	Tuba	OCHS	Deemed Unrepairable by Buddy Roger's Music	Scrap for the current price of metal to offset price for purchase of new instruments
	10366	Tuba	OCHS	Deemed Unrepairable by Buddy Roger's Music	Scrap for the current price of metal to offset price for purchase of new instruments

I certify the above to be true and accurate record and I will dispose of the asset(s)/equipment as directed by the Board of Education.



 _____ Employee's Signature/ Date

CENTRAL OFFICE USE ONLY:

APPROVED BY BOARD OF EDUCATION:

Superintendent's Signature _____ Date _____

Board Chairperson's Signature _____ Date _____

ASSET REMOVED FROM DISTRICT INVENTORY IN MUNIS:

Fixed Asset Clerk's Signature _____ Date: _____

Finance Officer's Signature _____ Date: _____