

## PLYMOUTH COMMUNITY SCHOOL CORPORATION

REQUEST FOR ASSET DISPOSAL (TRANSFER)

Asset Description	Tag or Other Identification #	To be transferred from		To be transferred to	
		Dept.	Location	Date	Location

Reason for disposal (transfer) \_\_\_\_\_

Method of disposal \_\_\_\_\_

Signature of building principal \_\_\_\_\_

Date of request \_\_\_\_\_ Approved \_\_\_\_\_ Disapproved \_\_\_\_\_

Signature of fixed asset manager \_\_\_\_\_

Date of disposal (transfer) \_\_\_\_\_ If sold for scrap, amount received \_\_\_\_\_

If traded in, tag or identification number of asset acquired \_\_\_\_\_

Signature of building principal \_\_\_\_\_