

MONROE CITY SCHOOLS
Monroe, Louisiana

PROPERTY DELETION FORM

This form is used only when property is completely removed from the school system (NOT transfer to another location).

Item will be removed from the Fixed Assets System completely. If item has been stolen or vandalized, a police report must be attached. Equipment, furniture, etc. purchased with public funds require accountability.

Public law allows removal of property from location/site by three ways:

1. Recycle within the school system (use a Transfer Form)
2. Sale at public auction (use Transform Form sending items to Warehouse for Sale)
3. Declared JUNK: broken beyond repair (use Deletion Form) only determined by Principal

Tag #: _____ Serial #: _____

Description: _____

Disposal Type: Junk ___ Stolen ___ Vandalized ___ Broken ___ Quantity: _____

Disposal Date: _____ Site Coordinator Signature: _____

Principal's Authorization: _____ Date: _____

Property Control Manager Approval: _____ Date: _____