

CLEAR FORK LOCAL SCHOOL  
EQUIPMENT INVENTORY SYSTEM  
**ITEM DISPOSITION FORM**

TAG NUMBER \_\_\_\_\_ (Place actual tag here)

BUILDING H/S M/S BUTL BLV BO OTHER SPECIFY \_\_\_\_\_

ROOM NUMBER \_\_\_\_\_

ASSET DESCRIPTION \_\_\_\_\_

ASSET SERIAL NUMBER \_\_\_\_\_

ASSET MODEL NUMBER \_\_\_\_\_

Sold \_\_\_\_\_ Amount Received \_\_\_\_\_ Discarded \_\_\_\_\_ Stolen/Missing \_\_\_\_\_

AUTHORIZED BY \_\_\_\_\_

SIGNATURE \_\_\_\_\_  
(Principal/Tech Dept/Department Head)

DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_  
(Inventory Clerk)

DATE \_\_\_\_\_