LOWNDES COUNTY PUBLIC SCHOOLS
Fixed Asset Change or Disposition Form

Barcode #: ______________________________________________________
Item Description: ________________________________________________
Serial #: _______________________________________________________
Model #: _______________________________________________________ 

** CHANGE REQUEST **

From__________________________To________________________

Present Location (school or classroom #) New location (school or classroom #)
List Both Room Number and Bar Code ID Room Number, i.e., Room 118/RM 549

** DISPOSITION REQUEST **

WE ARE REQUESTING PERMISSION TO DISPOSE OF THE ABOVE ITEM BECAUSE:

<table>
<thead>
<tr>
<th>Item Description</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>( ) Item Scrapped Beyond Repair</td>
<td></td>
</tr>
<tr>
<td>( ) Trade-In</td>
<td></td>
</tr>
<tr>
<td>( ) Item is Missing/Has Been Stolen</td>
<td></td>
</tr>
<tr>
<td>( ) Other</td>
<td></td>
</tr>
</tbody>
</table>

Requestor's Signature: ___________________________/__________ Date

Principal/Director Signature: ___________________________/__________ Date

You have permission to change, dispose of, or remove the above item in the following manner:

____________________________________________________________________

Superintendent’s Signature:_____________________________ Date:__________

CENTRAL OFFICE USE
Revised July 10, 2017