

## FIXED ASSET RETIREMENT REQUEST

Fixed assets will not be retired without principal's signature, the fixed asset number, and a detailed explanation.

Fixed Asset #	Retirement Code*	Reason for Request - please be as detailed as possible

As principal I am aware of this request and disposition of the above assets and agree with this action.

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

- \* R - Returned to warehouse for salvage
- C - Used for parts/destroyed
- T - Trade-in
- P - Nominal Cost - Do Not want on inventory
- F - Duplicate
- L - Lost or stolen

Fax to Kathy Halcrow 756-8501