

McAllen Independent School District

HIGH PILFERAGE-COMPUTER EQUIPMENT DISPOSAL FORM

(Please return to the Fixed Assets Department)

Date: _____ Room# _____ Site # _____ W/O # _____

School/Department _____ Location# _____

PO/Tag #	Fed Y or N	Fund #	Description	Model Brand	Serial	Reason for Disposal	Option Code

COMPLETE APPROPRIATE SECTION

A. PERMANENT DISPOSE OF PROPERTY

To: _____
(Campus/Department)

Initiated By: _____

Approved By: _____
(Campus Principal or Central Office Administrator)

B. REMOVE FROM INVENTORY RECORDS

REASON: ☐ Stolen _____
MISD PD CASE # _____
☐ Other _____

Equipment Accepted By:

(Receiving Site or Central Warehouse)

[SHADED AREAS FOR FIXED ASSETS USE ONLY]

A – Auction
D – Discarded
SA – Sale
SW – Surplus Web

FORM CLEARED BY:

Picked up by: _____

Delivered to Disposal Site by: _____

Fixed Assets Data Entry by: _____

Date: _____

Approved by: **Lorena Garcia, CPPB** Signature: _____ Date: _____
Director of Purchasing

Approval required for all items disposed through auction.

Submit this form to the Fixed Assets Department. The Fixed Assets Department will process. For more information, please call 956-661-4442.

(9/2012)