REQUEST FOR ASSET DISPOSAL

<u>Item</u>	Tag #	Reason for disposal	Recycle, Trade-in, or Junk			
Signature of Building Principal			Date			
Approved	Disapproved					
Signature of Fixed Asset Mar	Date					
If Sold for Scrap, Amount Re	ceived					
If Sold for Scrap, Amount Re	ccivcu					
If Traded-in, Tag or ID # of Asset Acquired						
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