## College Station Independent School District ASSET DELETION REQUEST

$\bigcirc$ Asset Deletion Request (\$4,990 and under)
$\bigcirc$
Fixed Asset Deletion Request
(\$5,000 and over)
$\bigcirc$
Technology Asset Deletion Request
(Printers, faxes, copier, etc.)

Organization/Campus:

Deletion Requested By: $\qquad$ Date: $\qquad$
(Signature of Person Requesting)

Deletion Approved By: $\qquad$ Date: $\qquad$
(Signature of Org. Admin., Principal, AP, or Director)

Deletion Supervised By: $\qquad$ Date: $\qquad$
(Signature of Property Mgr.: Purchasing Director)


Include details about the items). Metal, wood, color, \# shelves, approx. dimensions, etc.

* Delete Code:

| R | Scrap/Not Usable | B | Burglary |
| :--- | :--- | :--- | :--- |
| S1 | Sale/Good Condition/Working | D | Disassembled for Parts |
| S2 | Sale/Poor Condition/Needs Repair | T | Trade-In |
| W | Return to Warehouse/Good Condition/Usable | X | Unknown/Cannot Locate |

Received by Warehouse Supervisor: $\qquad$ Date: $\qquad$

Scan form and attach to work order. Enter work order at go.csisd.org Tape form to items) to be removed.

