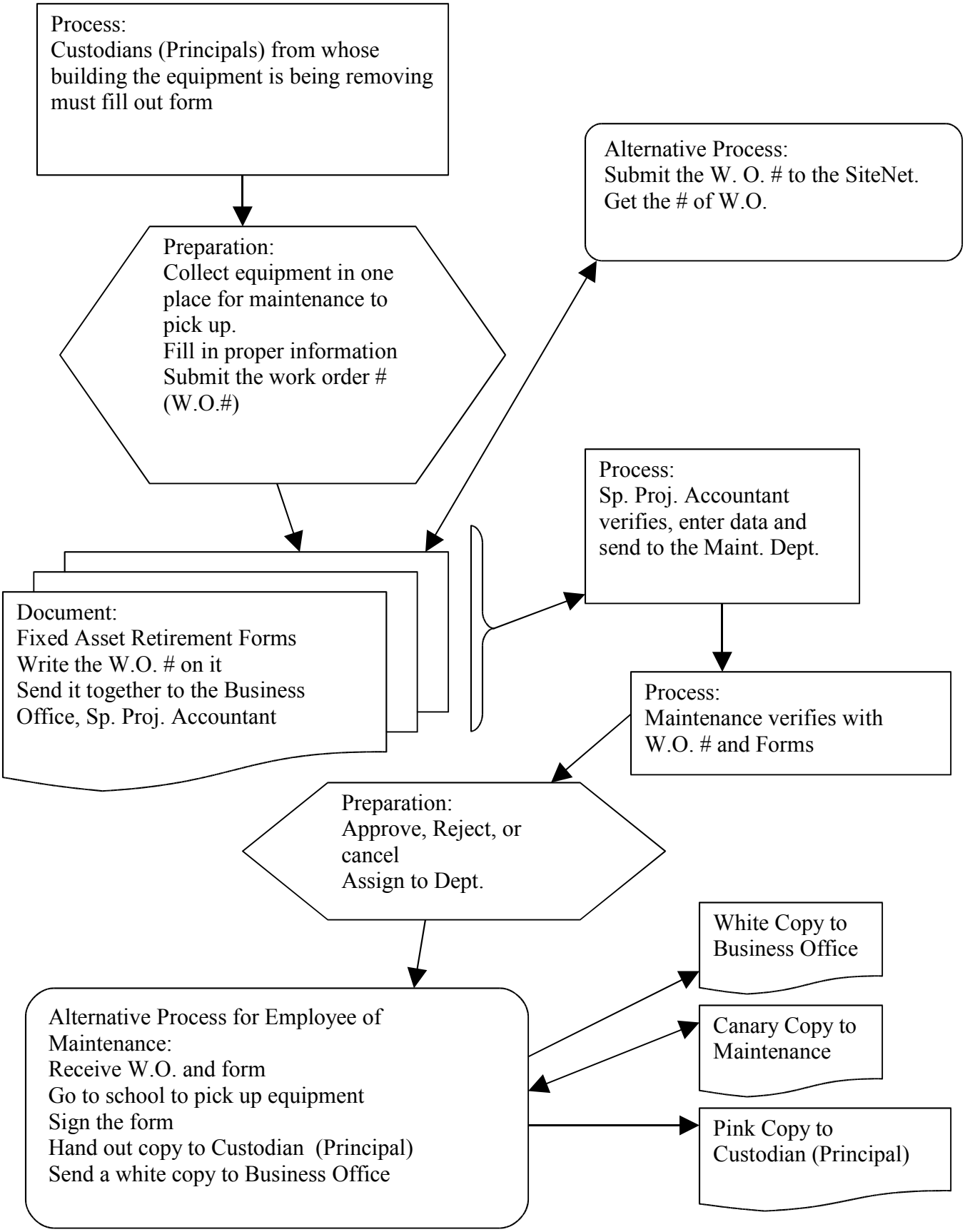
Flowchart of Retirement Procedures:

Proper procedure for filling out Fixed Asset Retirement Forms: