

Roswell Independent School District
Roswell, New Mexico

Are there technology items to
 be deleted? Yes No

FIXED ASSET RETIREMENT

This form is to be completed by both Dept. Heads or Principals in order to remove or delete a fixed asset building. When requesting a retirement, each item should be identified on the form completely.

Notice:

If an item is **stolen**, then attach burglary report.

If an item is **broken or obsolete**, then attach Work Order for move to Edgewood.

If an item is **trade-in**, Dept. Head or Principal should **always** check with Support Service Coordinator before starting procedure. An item that is trade-in should attach itemized invoice showing that a trade-in was made.

 School Unit Deleting Items

 Date

 Dept. Head or Principal Signature

 Maintenance Signature

 W.O. No.

To Be Completed by Dept. Head or Principal Deleting Items:

Verified	Fixed Asset Inventory	Description	Cost	Date Acquired	*Deletion Code	IT Department		Maintenance	
						Verified	Date Cleared	Verified	Date Rec'd

*Deletion Code
 B - Broken S - Stolen
 O - Obsolete T - Trade-In

NOTICE: submit this form to special project accountant at the Central Office.