## Roswell Independent School District Roswell, New Mexico

## FIXED ASSET RETIREMENT

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

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.

Are there techno	ology items to
be deleted? o Yes	O No

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	Description		Date Acquired	*Deletion Code	IT Department		Maintenance	
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\*Deletion Code

B - Broken O - Obsolete

S - Stolen T - Trade-In

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

White - Business Office Copy

Canary - Maintenance Office Copy

Pink - Originator Copy

Revised Oct. 19, 2012