



TEMPLE CITY UNIFIED SCHOOL DISTRICT

DISPOSAL OF FIXED ASSETS  
SALVAGE / OBSOLETE PICK UP

To: Purchasing  
Attn: Diana Vasquez

Date:  /  /

Please remove the following items from our site's fixed asset inventory and place on the board agenda for Board approval

ASSET TAG #	SERIAL #	DESCRIPTION	BLDG. & ROOM	REASON

Items scheduled for pick-up by the Warehouse may be listed on this form.

Signed by: \_\_\_\_\_ School/Department: \_\_\_\_\_

Person who prepared this form: \_\_\_\_\_

Revised 03/11/16

[illegible]