

## Disposal of Fixed Assets

Assets may be disposed of for any of the following reasons; lost or unable to locate, theft, obsolete, thrown away by accident, broken, not repairable, beyond its useful life, donated, traded in, replaced with newer one, recycled, salvaged, purchased/sold. Assets should not be altered, removed, or destroyed without appropriate District Office approval.

\*\*Assets that are lost should be placed in a 'FIND' room and remain there for 1 year, after which they can be deleted if not found. (Please put 'FIND' in the 'Room' box and the date you put the asset in the FIND room in the 'Room Name' box; this way you will know how long it has been lost.)

### Disposal Procedure:

- 1 - Barcoded items – remove barcode
- 2 - Place barcode on Deletion Form (402B) see attached. Fill out the information on the form. If you have a bunch of like items, ie-computers, you may use one deletion form and put all the barcode stickers on an attached page.
- 3 - Form must be signed and dated by the School Principal/Department Director.
- 4 – Keep the original, completed form on file at your location; scan in the original, completed form and email it to the Fixed Assets Tech at the WCSD Office.

**DO NOT** attach a copy of the form to the asset.

\*Forms may be discarded after 3 full years.

\*The Fixed Asset Tech will change the asset status from Active to Disposed in Business Plus.\*

5 - Place a colored dot sticker on any items that are still in working condition.

6 - Submit a Warehouse Work Order Ticket online at; [tms.washk12.org](https://tms.washk12.org) . The Work Order goes to the Fixed Asset Tech and will be forwarded to the Warehouse upon approval. Red boxes only.

- In the problem box, be sure to specify exactly **what** needs to be picked up and **where** it is located at the school. This helps with determining space requirements and vehicles needed for pick up.
- To expedite the process, please indicate in the comment box or the inventory number box that Deletion Forms have been submitted. Otherwise, the Work Order may not be forwarded to the Warehouse until the forms are received.
- Items need to be located together in an easily accessible area, preferable near the area of food deliveries.
- Items will be picked up by warehouse personnel as soon as possible during the following week.