

## Inventory Purchased Upon Retirement Process

The following is the process for purchasing assets from WCSD.

- Send the bar code number to Rachel Terry, she will calculate the price and send it back to you. If you want to purchase the asset at that price, continue with the following:
- Complete an Inventory Deletion Form (inventory secretary can help with this) and have the principal or department head sign it.
- Bring the deletion form to the District office and pay the Fixed Assets Tech, Rachel Terry, for the item. Payment can be made in cash, check or credit card. The item is yours to keep!