

**CATTARAUGUS-ALLEGANY BOCES  
INVENTORY/FIXED ASSET DISPOSITION FORM**

Check one of the following (DO NOT COMBINE REQUEST TYPES):

Request for Transfer

Request for Evaluation   
(Electronic Equipment Only)

Request for Disposal

This form is to be used only for inventory/fixed asset items that are identified with a property number and bar code label.

- Transfer occurs when one location no longer needs or wants an inventory item and another location has a use.
- Evaluation occurs for all inventory/fixed asset electronic items. Disposition will be determined by the Information Technology staff.
- Disposal occurs when it is determined that the inventory/fixed asset item no longer performs (obsolete, broken, etc.) in the manner that it should.

Prop # (See Bar Code Label)	Qty	Description/Model # *	Class Description*	Serial # *	Purchase Date*	Unit \$*

(\* Required Information - available from inventory sheets.)

**TRANSFERS: (Move Items from One Location to Another)**

Transfer Out Name \_\_\_\_\_  
(Print name of location/person who currently has inventory item(s))

Transfer In B/L Name \_\_\_\_\_  
(Print name of location/person who will be taking inventory item(s))

Transfer Out Signature \_\_\_\_\_

Transfer In Signature \_\_\_\_\_

**EVALUATIONS: (Electronic Equipment Only that are being Considered for Disposal)**

Transfer Out Name \_\_\_\_\_  
(Print name of location/person who currently has inventory item(s))

Transfer In Name Tech Shop Evaluation Area

Transfer Out Signature \_\_\_\_\_

Tech Shop Signature \_\_\_\_\_

**DISPOSALS: (Items Deemed no Longer Useful)**

Reason for Disposal Request \_\_\_\_\_

Disposal Recommendation \_\_\_\_\_

(Hold Inventory Item Until Notification of Board Action is Received)

Disposal Out Name \_\_\_\_\_  
(Print name of location/person who currently has inventory item(s))

Disposal Out Signature \_\_\_\_\_

**ALL REQUESTS:**

Director/Designee Out Signature \_\_\_\_\_

Director/Designee In Signature \_\_\_\_\_

(To be Completed by Business Office – BOARD ACTION DATE \_\_\_\_\_)

DISPOSTION \_\_\_\_\_ SIGNED \_\_\_\_\_)