

Vendors will need to update inventory spreadsheet once approved.

TITLE I-A/II-A/IV-A/ESSER/GEER ASSET DISPOSAL FORM



School Name /Vendor: _____

The fixed asset listed below is no longer at our site. This asset was:

- Transferred to another location _____ (Name of receiving location)
- Returned to MPS for reuse
- Returned to MPS to be scrapped
- Stolen (Police report attached)
- Other _____

Provider shall ensure that a fully completed Asset Disposal Form is submitted to the ESEA Department prior to any items being moved to a different location, scrapped, or given to Title I-A students and deleted from the inventory.

Reason for disposal:

Fixed Asset Information			
Item Name	MPS Asset Tag #	Serial Number	Cost

Signatures			
Name	Role	Signature	Date
	Site Supervisor		
	Principal Acknowledgement		

Instructions:

1. Complete all information on the form.
2. Have form signed by principal or administrator
3. Submit completed form to the Title I-A Fixed Asset Disposal Form folder in OneDrive. Email the MPS ESEA Department once submitted.

