

**COLORADO SPRINGS SCHOOL DISTRICT NO.11  
FIXED ASSET DISPOSITION FORM**

Colorado Springs School District 11  
Board of Education Policy  
DID-E-2, Fixed Asset Disposition Form, Exhibit  
to Policy DID, General Fixed Assets  
Reviewed March 18, 2015

From: \_\_\_\_\_ Location: \_\_\_\_\_ Date: \_\_\_\_\_  
(Name of Principal/Dept. Head) (Site and Location Number)

AV/Asset Number	Description of Asset	Code	For Code TS Identify New Site	Condition of Asset	Serial Number	Asset Cost	Receiving Signature for Transferred Assets

Transaction Codes:  
 M - Missing  
 TW - Transfer to Warehouse  
 TS - Transfer to another Site  
 S - Stolen

APPROVAL: \_\_\_\_\_ Date: \_\_\_\_\_  
 Signature of Principal or Supervisor

White: Site of Disposition                      Pink: Receiver of Asset                      Yellow: Fiscal Services