Aurora Public Schools
Purchasing Department
82 Airport Blvd.
Aurora, CO 80011-9314

Date: _____

Work Order#: _____

REQUEST FOR DISPOSAL OF FIXED ASSET EQUIPMENT

_____ has requested that the following item (s) be removed

from the Fixed Asset Inventory at _____.

Once this form is completed, e-mail it to CJHUMPHREY@aps.k12.co.us

Serial # or Qty if Group Item	Description, Model Number, Brand Name.	Tag Number ***REQUIRED***	Location in building for pickup.

Please note this all District Fixed Assets have an APS tag number (barcode tag) assigned to them unless it is a vehicle.

Warehouse: Please pick up the above item(s) and hold for disposal.
This action has been approved. Thank you.

Action Completed: _____ _____
Signature Date