

McCracken County School District

Asset Distribution Form

Asset # (Bar Code)	Action Code	Asset Description	Serial Number	From Location/ Room #	To Location/ Room #	Disposal Code	Comments

Action Codes:
R – Removal/Return
T – Transfer
N - New

Disposal Codes:
1 - Sold
2 - Discarded
3 - Trade-in
4 - Donated

Received By: _____
School Representative Date

Released By: _____
School Representative Date

Location: _____

Location: _____

Asset Mgmt Office Only: **Date Received:** _____ **Date Processed:** _____

Signature: _____

White Copy – Warehouse – Asset Manager

Pink Copy – Receiving Location

Yellow Copy – Releasing Location

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School Representative

Date

School Representative

Date

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ATTACHMENT II