



**DISTRICT SCHOOL BOARD OF PASCO COUNTY
Capitalized Property Disposal Form**

This form must be used to request disposal of tagged assets unless you are disposing of multiple technology assets (for multiple technology assets, use the Magic Spreadsheet procedure outlined in the [Property Control Procedures](#) manual). Once this form is complete, including administrator signature, please submit it to Property Control through the Web Help Desk (Web Help Desk→Finance(Property Control)→Disposal Request). Property Control will process the disposal in MUNIS and assign a board date to the ticket. TipWeb will be updated 1-2 days after the board date.

Cost Center Name	Cost Center Number	Requested by	Date

The cost center above is requesting the following items be classified as surplus:

Asset Tag Number (Barcode)	Description of the Item (this information can be found in MUNIS and TipWeb)	Serial Number (if applicable)

The disposal of the item(s) listed above has been approved by:

Cost Center Administrator Name	Administrator Signature	Date

Distribution Services/Technology Services Only (If Applicable):

These items have been picked up for disposal.		
Distribution/Technology Services Employee Name	Distribution/Technology Services Signature	Date Items Were Picked Up