

Belcourt School District #7

Property Accountability Transaction

School/Department _____

Grade/Room _____

Action:

Inventory Number

Reason For Action:

Disposal _____

Obsolete _____

Transfer _____

Year/Model _____

Repair too expensive _____

Book/Purchase Value _____

Cannot obtain replacement parts _____

Serial Number _____

No longer needed in area _____

Description:

Obtained new/other equipment through transfer or purchase _____

Signature of person requesting action

Signature Supervisor

Signature Inventory Control

Signature Business Manager