

**MITCHELL COUNTY SCHOOLS
ASSET RETIREMENT FORM**

DATE

No asset is to be disposed of, sold or retired without prior approval from the Finance Officer.
Retirement information should be entered into the FATS by persons responsible at each school.

Asset Number: _____ Serial Number: _____

Asset Description: _____

Reason for Retirement: _____

Original Purchase Date: _____

Original Purchase Cost: _____

Proceeds (if any): _____

Finance Officer Signature/Approval