



PLEASANT LOCAL SCHOOLS

ASSET DISPOSAL FORM

Date _____

Item Location

- _____ Elementary
- _____ Middle School
- _____ High School
- _____ Bus Garage
- _____ Administration Office
- _____ Other _____

PLS Asset Tag # _____

Description of Item:

Reason for Disposal:

Please complete this form and forward to the Administration Office. Thank-you.

Signature

Approval