

Fixed Asset Number _____ Retirement Date _____

Caldwell County Schools Fixed Asset Retirement/Transfer Report

Purchase Order Number _____

Serial Number _____

Transfer () Transferred Where _____

Retired () Reason for Retirement _____

Comments _____

Person Authorizing Retirement-Signature/Date of Retirement

Maintenance Department Representative's Signature/Date

Finance Office Use Only

Retirement Recorded on System _____ Initials _____