School Property Asset Removal Authorization Sheet

School Name							
Date							
Requested by							
Department							
Asset Description	Asset Tag / Serial No.	Reason for Removal	Location	Condition			
Removal Method							
Additional Notes / C	Comments						
Requested by (Nam Signature)	ne &						
Date							
Authorized by (Nam Signature)	e &						
Date							
Property Office (Nar Signature)	me &						
Date							