


# Asset Retirement Form

Date: May 20, 2021

Person Completing Form: Elaine Gerren

The following items are obsolete and/or have no useful value to the District.

<u>Asset Description</u>	<u>Serial or District #</u>	<u>Auction or Assignment</u>
1 Round Office Table	N/A	Donation

  
**Approved**

  
**Filed by Accountant**

**[This part to be completed only if donated.]**

The undersigned acknowledges the donation and our receipt of the following assets:

**Date**

5-5-21

#### IV. DOCUMENTATION OF ASSET DISPOSAL

The General Manager shall cause a completed copy of the following form to be included in the agenda packet of a Board meeting scheduled to be held prior to the advertisement giving notice of the sale or auction. Each item or asset to be retired and sold shall be listed on the form. The retirement of assets and pending advertisement shall be listed on the Board agenda as an item to be included in the General Manager's reports.

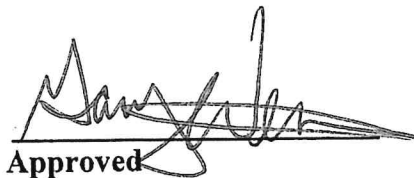
## Asset Retirement Form


Date: 1/25/22

Person Completing Form: ELAINE GERSEN

The following items are obsolete and/or have no useful value to the District.

<u>Asset Description</u>	<u>Serial or District #</u>	<u>Auction or Assignment</u>
Computer	34173746318	
	FP652F2	

  
Approved

  
Filed by Accountant

[This part to be completed only if donated.]

The undersigned acknowledges the donation and our receipt of the following assets:


Date

\_\_\_\_\_  
Agency Receiving Donation

The General Manager shall cause a completed copy of the following form to be included in the agenda packet of a Board meeting scheduled to be held prior to the advertisement giving notice of the sale or auction. Each item or asset to be retired and sold shall be listed on the form. The retirement of assets and pending advertisement shall be listed on the Board agenda as an item to be included in the General Manager's reports.

Date: 1/25/22  
Person Completing Form: Elaine Gesser

<u>Asset Description</u>	<u>Serial or District #</u>	<u>Auction or Assignment</u>
Apple Computer	C02 Q1453	G 8wm

  
Approved

Elaine Hansen  
Filed by Accountant

**[This part to be completed only if donated.]**

The undersigned acknowledges the donation and our receipt of the following assets:

Date \_\_\_\_\_

### Agency Receiving Donation

#### IV. DOCUMENTATION OF ASSET DISPOSAL

The General Manager shall cause a completed copy of the following form to be included in the agenda packet of a Board meeting scheduled to be held prior to the advertisement giving notice of the sale or auction. Each item or asset to be retired and sold shall be listed on the form. The retirement of assets and pending advertisement shall be listed on the Board agenda as an item to be included in the General Manager's reports.

## Asset Retirement Form

Date: 2/10/2022

Person Completing Form: Elaine Hansen

The following items are obsolete and/or have no useful value to the District.

<u>Asset Description</u>	<u>Serial or District #</u>	<u>Auction or Assignment</u>
Fellows Paper Shredder		- Broken

Mandy West  
Approved

\_\_\_\_\_  
Filed by Accountant

[This part to be completed only if donated.]

The undersigned acknowledges the donation and our receipt of the following assets:

Date

\_\_\_\_\_  
Agency Receiving Donation