



**Klamath Falls
City Schools**

100% Graduation is Our Expectation!

ASSET DISPOSAL FORM

This form is used to document the disposal of KFCS assets
Please send completed forms to accounting@kfalls.k12.or.us, or hard copies to the Business Office

Date of Disposal _____

Name of District staff disposing of asset _____

Department owning the asset _____

Phone or email contact _____

Asset Description	QTY	Make/Model	Serial Number	Age in Years	Disposal Code*	Condition Code**	Estimated Value

*Disposal Codes: S-Surplus, O-Obsolete, D-Damaged, SC-Scrap

**Condition Codes: P-Poor, F-Fair, G-Good, E-Excellent

Authorized Signature _____