

**DISPOSITION OF ASSETS FORM
MADISON COUNTY, TENNESSEE**
*****Please fill out form completely*****

DEPARTMENT DISPOSING OF PROPERTY: _____

Item/Description: _____

Serial Number: _____

County Tag Asset Number: _____

Reason for disposal and disposal method:

Comments:

*****UPDATE INVENTORY SPREADSHEET WHEN ITEMS ARE DISPOSED OF*****

Signature of Department Head

____/____/____
Date

FOR SALE OR DISPOSAL USE ONLY

Item Tag Number

Sale Price

Signature and Title of Seller or Disposer

____/____/____
Date Sold or Disposed

FORM MUST BE RETURNED TO FINANCE DIRECTOR WHEN COMPLETED