

Gilmer County Board of Education

Capital Asset Disposition Cover Sheet

Description of Asset to be disposed of:

Reason for disposal: _____
(Obsolete/no longer use) _____

Disposal Date: _____

Sales Price/Method _____
(Sale/Auction, Bid)

Manager/Principal _____ Date: _____

Director Approval: _____ Date: _____

Superintendent Approval: _____ Date: _____

If Applicable (Capital Asset or for placement on BOE Agenda):

Added to _____ Board Agenda Date: _____

Board Clerk Approval: _____ Date: _____

Board Chairman Approval: _____ Date: _____