



City of Sevierville
P.O. Box 5500
Sevierville, TN 37864-5500
865-453-5504

FIXED ASSET DISPOSAL LOG

DATE DISPOSED OF: _____

DEPT DISPOSED FROM: _____

DESCRIPTION: _____

MANUFACTURER: _____

METHOD OF DISPOSAL: _____

REASON FOR DISPOSAL: _____

ROOM/LOCATION OF ITEM: _____

I.D. TAG # _____

SERIAL # _____

SALVAGE VALUE: _____

******* PLEASE MAKE SURE *EACH LINE* HAS THE CORRECT INFORMATION PROVIDED *******

ASSET DISPOSED BY: _____

DATE: _____

DEPT HEAD SIGNATURE: _____

DATE: _____

ENTERED BY: _____

DATE: _____