



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

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### 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 \*\*\*\*\***

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ASSET DISPOSED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

DEPT HEAD SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

ENTERED BY: \_\_\_\_\_

DATE: \_\_\_\_\_