

Property & Equipment Disposition Form

Instructions: Use this form to record lost, relocated, stolen or any disposed property or equipment. attach a spreadsheet listing the items. Return completed form to the Business Office – Attn: Fixed Asset Manager.

PROPERTY IDENTIFICATION			
Item Description:	Table Saw		Today's Date: 11/7/24
Manufacturer:	Powermatic		Model: 66
Serial/Service Tag #:	7866166	Notes:	
Equipment Condition:	Broken/Past Useful Life Cycle Fair Good Excellent		
	Other:		
Fixed Asset Tag #:	001591		

PROPERTY STATUS (Disposed, Relocated, Lost or Stolen)				
DISPOSAL	Date of Disposal:	Pending BOE Approval	Approved By:	
Reason for Disposal:	Broken and beyond useful life cycle			
Pickup Location:				
RELOCATION	Date Relocated:		Approved By:	
Removed from:	Building:		Room:	
	Department:		Owner:	
Relocated to:	Building:		Room:	
	Department:		Owner:	
LOST / STOLEN	Date Reported to Fixed Asset Manager:			

BUSINESS OFFICE USE ONLY			
Received By:		Date:	

Supervisor Signature:		Date:	
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