

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.

SECTION 1 PROPERTY IDENTIFICATION

ITEM

IPAD

Asset tag number:

See attached

Building

Starys

Room #:

007

Serial Number:

Model:

A2270 AIE
A1395

Equipment Condition:

☒ Broken/Past Useful Life Cycle

☐ Fair

☐ Good

☐ Excellent

Notes:

See attached sheet for 5 IPAD

Recommend Method of Disposal

Donate

Sell

Auction

Trade-in

Junk

Print Name:

Patricia Cunniff

Date:

2/4/25

SECTION II PROPERTY STATUS (TO BE COMPLETED BY FIXED ASSETS)

Sent to the BOE:

YES ☒

NO ☐

Approved:

YES ☐

NO ☐

Resolution #

DISPOSAL

Reason for Disposal:

Past useful life

Pickup Location:

Print:

already disposed

Signature:

Person who pickup/dropped of property:

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:

[illegible]