

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 <u>ELMO</u>				
Asset tag number:	<u>005464</u>	Building	<u>HS</u>	Room #: <u>214</u>
Serial Number:	<u>654220</u>		Model:	<u>TT-02rx</u>
Equipment Condition:	☒ Broken/Past Useful Life Cycle ☐ Fair ☐ Good ☐ Excellent			
Notes:	<u>Added Vis. equip.</u>			
Recommend Method of Disposal	Donate	Sell	Auction	Trade-in <u>Junk</u>
Print Name:	<u>PerriAnne Rule</u>		Date:	<u>Feb. 19, 2025</u>
SECTION II PROPERTY STATUS (TO BE COMPLETED BY FIXED ASSETS)				
Sent to the BOE: <u>3/5</u> YES ☒ NO ☐		Approved: YES ☐ NO ☐		Resolution #
DISPOSAL				
Reason for Disposal:				
Pickup Location:	Print:	Signature:		
Person who pickup/disposed 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:	<u>[Signature]</u>	Date:	<u>2/20/25</u>
Supervisor Signature:		Date:	