

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 I PROPERTY IDENTIFICATION			
ITEM <u>Copy machine</u>			
Asset tag number:	<u>004847</u>	Building	<u>Transport</u>
Room #:	<u>Dispatch</u>		
Serial Number:	<u>L8R4233033</u>		Model:
<u>550110</u>			
Equipment Condition:	☒ Broken/Past Useful Life Cycle ☐ Fair ☐ Good ☐ Excellent		
Notes:			
Recommend Method of Disposal	Donate	Sell	Auction Trade-in <u>Junk</u>
Print Name:	<u>P. Cunniff</u>		Date:
<u>2/4/25</u>			
SECTION II PROPERTY STATUS (TO BE COMPLETED BY FIXED ASSETS)			
Sent to the BOE:	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:		Date:	
Supervisor Signature:		Date:	

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 I PROPERTY IDENTIFICATION			
ITEM <u>Copy machine</u>			
Asset tag number:	<u>0043520</u>	Building	<u>DO</u>
Room #:	<u>Pupl Ser.</u>		
Serial Number:	<u>N483901151</u>	Model:	<u>6550C1</u>
Equipment Condition:	☒ Broken/Past Useful Life Cycle ☐ Fair ☐ Good ☐ Excellent		
Notes:			
Recommend Method of Disposal	Donate	Sell	Auction Trade-in <u>Junk</u>
Print Name:	<u>P. Cunniff</u>	Date:	<u>2/4/25</u>
SECTION II PROPERTY STATUS (TO BE COMPLETED BY FIXED ASSETS)			
Sent to the BOE:	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:

Date:

Supervisor Signature:

Date:

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 I PROPERTY IDENTIFICATION				
ITEM <u>Copy Machine</u>				
Asset tag number:	<u>005797</u>	Building	<u>MS</u>	Room #: <u>Guidance</u>
Serial Number:	<u>BG2948263</u>		Model:	<u>D95</u>
Equipment Condition:	☒ Broken/Past Useful Life Cycle ☐ Fair ☐ Good ☐ Excellent			
Notes:	<u>XEROX</u>			
Recommend Method of Disposal	Donate ☐ Sell ☐ Auction ☐ Trade-in ☐ <u>Junk</u> ☒			
Print Name:	<u>P. Cluniff</u>		Date:	
SECTION II PROPERTY STATUS (TO BE COMPLETED BY FIXED ASSETS)				
Sent to the BOE: YES ☐ NO ☐		Approved: YES ☐ NO ☐		Resolution #
DISPOSAL				
Reason for Disposal:				
Pickup Location:	Print:		Signature:	
Person who pickup/disposed of property:				
RELOCATION				
Removed from:	Date Relocated:		Approved By:	
	Building:		Room:	
Relocated to:	Department:		Owner:	
	Building:		Room:	
	Department:		Owner:	
LOST / STOLEN				
Date Reported to Fixed Asset Manager:				

BUSINESS OFFICE USE ONLY

Received By:

Date:

Supervisor Signature:

Date:

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 I PROPERTY IDENTIFICATION					
ITEM <u>Cops Machine</u>					
Asset tag number:	<u>005798</u>	Building	<u>MS</u>	Room #:	<u>Guidance</u>
Serial Number:	<u>SWZ-04379</u>			Model:	<u>8595i</u>
Equipment Condition:	☒ Broken/Past Useful Life Cycle ☐ Fair ☐ Good ☐ Excellent				
Notes:	<u>Canon</u>				
Recommend Method of Disposal	Donate Sell Auction Trade-in <u>Junk</u>				
Print Name:	<u>PCunniff</u>		Date:	<u>2/4/25</u>	
SECTION II PROPERTY STATUS (TO BE COMPLETED BY FIXED ASSETS)					
Sent to the BOE:		YES ☐	NO ☐	Approved:	YES ☐ NO ☐ Resolution #
DISPOSAL					
Reason for Disposal:					
Pickup Location:	Print:		Signature:		
Person who pickup/disposed of property:					
RELOCATION					
Removed from:	Date Relocated:		Approved By:		
	Building:		Room:		
Relocated to:	Department:		Owner:		
	Building:		Room:		
Relocated to:	Department:		Owner:		
LOST / STOLEN					
Date Reported to Fixed Asset Manager:					

BUSINESS OFFICE USE ONLY

Received By:

Date:

Supervisor Signature:

Date:

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 I PROPERTY IDENTIFICATION			
ITEM <u>Photocopier</u>			
Asset tag number:	<u>05901</u>	Building	<u>ms</u>
Room #:	<u>405</u>		
Serial Number:	<u>XPP00694</u>	Model:	<u>C75651</u>
Equipment Condition:	☒ Broken/Past Useful Life Cycle ☐ Fair ☐ Good ☐ Excellent		
Notes:	<u>Canon</u>		
Recommend Method of Disposal	Donate Sell Auction Trade-in <u>Junk</u>		
Print Name:	<u>P. Cunniff</u>	Date:	<u>2/4/25</u>
SECTION II PROPERTY STATUS (TO BE COMPLETED BY FIXED ASSETS)			
Sent to the BOE: YES ☐ NO ☐		Approved: YES ☐ NO ☐ Resolution #	
DISPOSAL			
Reason for Disposal:			
Pickup Location:	Print:	Signature:	
Person who pickup/disposed of property:			
RELOCATION			
Removed from:	Date Relocated:		Approved By:
	Building:		Room:
Relocated to:	Department:		Owner:
	Building:		Room:
	Department:		Owner:
LOST / STOLEN			
Date Reported to Fixed Asset Manager:			

BUSINESS OFFICE USE ONLY

Received By:

Date:

Supervisor Signature:

Date:

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 I PROPERTY IDENTIFICATION				
ITEM <u>Copy machine</u>				
Asset tag number:	<u>5804</u>	Building	<u>Matta Ave</u>	Room #: <u>Copy room</u>
Serial Number:	<u>SWA-05513</u>		Model:	
Equipment Condition:	☒ Broken/Past Useful Life Cycle ☐ Fair ☐ Good ☐ Excellent			
Notes:				
Recommend Method of Disposal	Donate Sell Auction Trade-in Junk			
Print Name:	<u>Ruth Cunniff</u>		Date:	<u>2/5/25</u>
SECTION II PROPERTY STATUS (TO BE COMPLETED BY FIXED ASSETS)				
Sent to the BOE: YES ☐ NO ☐		Approved: YES ☐ NO ☐		Resolution #
DISPOSAL				
Reason for Disposal:	<u>Past useful life</u>			
Pickup Location:	Print:	Signature:		
Person who pickup/dispensed of property:				
RELOCATION				
Removed from:	Date Relocated:		Approved By:	
	Building:		Room:	
Relocated to:	Department:		Owner:	
	Building:		Room:	
	Department:		Owner:	
LOST / STOLEN				
Date Reported to Fixed Asset Manager:				

BUSINESS OFFICE USE ONLY

Received By:

Date:

Supervisor Signature:

Date:

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 I PROPERTY IDENTIFICATION			
ITEM <u>Copy machine – Canon</u>			
Asset tag number:	<u>005800</u>	Building	<u>GC</u>
Room #:	<u>main office</u>		
Serial Number:	<u>SWA-04378</u>	Model:	<u>85951</u>
Equipment Condition:	☒ Broken/Past Useful Life Cycle ☐ Fair ☐ Good ☐ Excellent		
Notes:			
Recommend Method of Disposal	Donate	Sell	Auction Trade-in <u>Junk</u>
Print Name:	<u>P. Cunni ff</u>	Date:	<u>2/4/25</u>
SECTION II PROPERTY STATUS (TO BE COMPLETED BY FIXED ASSETS)			
Sent to the BOE:	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:

Date:

Supervisor Signature:

Date: