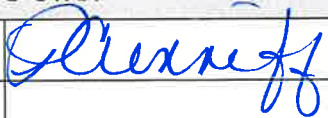


Property & Equipment Disposition Form

Instructions: Use this form to record lost, relocated, stolen or any disposed property or equipment. Use a separate form for each item. Return completed form to the Business Office (Attn: Mary Schallehn).

PROPERTY IDENTIFICATION			
Item Description:	boxzy 3d printer/laser/cnc		Today's Date: 430
Manufacturer:	BOXZY		Model:
Serial/Service Tag #:		Notes:	works but weve ugraded .
Equipment Condition:	☒ Broken/Past Useful Life Cycle ☐ Fair ☒ Good ☐ Excellent		
	☐ Other:		
Fixed Asset Tag #:	005788		

PROPERTY STATUS (Disposed, Relocated, Lost or Stolen)			
DISPOSAL	Date of Disposal:		Approved By:
Reason for Disposal:			
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:	5/1/25
Supervisor Signature:		Date:	

Property & Equipment Disposition Form

Instructions: Use this form to record lost, relocated, stolen or any disposed property or equipment. Use a separate form for each item. Return completed form to the Business Office (Attn: Mary Schallehn).

PROPERTY IDENTIFICATION			
Item Description:	delta scroll saw		Today's Date: 4/29
Manufacturer:	delta		Model:
Serial/Service Tag #:	039519 q	Notes:	in 517 under back table window side
Equipment Condition:	☒ Broken/Past Useful Life Cycle ☐ Fair ☐ Good ☐ Excellent		
	☐ Other:		
Fixed Asset Tag #:	003332		

PROPERTY STATUS (Disposed, Relocated, Lost or Stolen)			
DISPOSAL	Date of Disposal:		Approved By:
Reason for Disposal:			
Pickup Location:	517		
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:	5/1/25
Supervisor Signature:		Date:	

Property & Equipment Disposition Form

Instructions: Use this form to record lost, relocated, stolen or any disposed property or equipment. Use a separate form for each item. Return completed form to the Business Office (Attn: Mary Schallehn).

PROPERTY IDENTIFICATION			
Item Description:	delta scroll saw		Today's Date: 4/29
Manufacturer:	delta		Model: 40-540
Serial/Service Tag #:	none	Notes:	located in 517 back wall under table
Equipment Condition:	☒ Broken/Past Useful Life Cycle ☐ Fair ☐ Good ☐ Excellent		
	☐ Other:		
Fixed Asset Tag #:	none		

PROPERTY STATUS (Disposed, Relocated, Lost or Stolen)			
DISPOSAL	Date of Disposal:		Approved By:
Reason for Disposal:			
Pickup Location:	517		
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:	5/1/25
Supervisor Signature:		Date:	