

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 Cafeteria Table				
Asset tag number:	004426	Building	WR/MT	Room #: Cafeteria
Serial Number:			Model:	
Equipment Condition:	☒ Broken/Past Useful Life Cycle ☐ Fair ☐ Good ☐ Excellent			
Notes:				
Recommend Method of Disposal	Donate Sell Auction Trade-in Junk			
Print Name:	Justin Yerdon		Date:	6/12/25
SECTION II PROPERTY STATUS (TO BE COMPLETED BY FIXED ASSETS)				
Sent to the BOE: 6/25 YES ☒ NO ☐		Approved: YES ☐ NO ☐		Resolution #
DISPOSAL				
Reason for Disposal:	Past useful life			
Pickup Location: WR	Print: Keith Cunningham	Signature: [Signature]		
Person who pickup/dispensed 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:

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SECTION I PROPERTY IDENTIFICATION				
ITEM <u>Cafeteria Table</u>				
Asset tag number:	<u>000279</u>	Building	<u>Malta Ave</u>	Room #: <u>Cafeteria</u>
Serial Number:			Model:	
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>Justin Verdon</u>	Date:	<u>6/9/25</u>	
SECTION II PROPERTY STATUS (TO BE COMPLETED BY FIXED ASSETS)				
Sent to the BOE: <u>YES</u> ☒ <u>NO</u> ☐		Approved: YES ☐ NO ☐		Resolution #
DISPOSAL				
Reason for Disposal: <u>Past useful life</u>				
Pickup Location: <u>MA</u>	Print: <u>Kathie Currieff</u>	Signature: <u>[Signature]</u>		
Person who pickup/disposed of property: <u>Justin Verdon</u>				
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:				

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SECTION 1 PROPERTY IDENTIFICATION				
ITEM <u>Cafeteria Table</u>				
Asset tag number:	<u>000284</u>	Building	<u>Malta Ave</u>	Room #: <u>Cafeteria</u>
Serial Number:		Model:		
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>Justin Verdon</u>	Date:	<u>6/9/25</u>	
SECTION II PROPERTY STATUS (TO BE COMPLETED BY FIXED ASSETS)				
Sent to the BOE: <u>YES</u> ☒ NO ☐		Approved: YES ☐ NO ☐		Resolution #
DISPOSAL	<u>Past useful life</u>			
Reason for Disposal:				
Pickup Location: <u>CA</u>	Print: <u>Matti Cunniff</u>	Signature: <u>[Signature]</u>		
Person who pickup/dispensed of property: <u>Justin Verdon</u>				
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: