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:	Science and Technology Textbooks			**Today's Date:**	6/9/2025
Manufacturer:	See attached list			**Model:**	
Serial/Service Tag #:		**Notes:**			
Equipment Condition:	☒ Broken/Past Useful Life Cycle ☐ Fair ☐ Good ☐ Excellent				
	☐ Other: Outdated				
Fixed Asset Tag #:					

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:	
Supervisor Signature:		Date:	