

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: SCHOOL BUS #325				
Asset tag number:	006713	Building	TRANSPORTATION	Room #:
Serial Number:	4UZABRDT2ECFS8539		Model:	THOMAS/31OTS
Equipment Condition:	☒ Broken/Past Useful Life Cycle ☐ Fair ☐ Good ☐ Excellent			
Notes:	Will be auctioned			
Recommend Method of Disposal	Donate	Sell	<u>Auction</u>	Trade-in Junk
Print Name:	John Fay		Date: 10/31/2025	
SECTION II PROPERTY STATUS (TO BE COMPLETED BY FIXED ASSETS)				
Sent to the BOE:	YES ☒	NO ☐	Approved:	YES ☐ NO ☐ Resolution #
DISPOSAL				
Reason for Disposal:	Past useful life			
Pickup Location:	Print:	Auction	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:

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SECTION 1 PROPERTY IDENTIFICATION				
ITEM: SCHOOL BUS #324				
Asset tag number:	006711	Building	TRANSPORTATION	Room #: YARD
Serial Number:	4UZABRDT2ECFS8540		Model:	THOMAS/31OTS
Equipment Condition:	☒ Broken/Past Useful Life Cycle ☐ Fair ☐ Good ☐ Excellent			
Notes:	Will be auctioned			
Recommend Method of Disposal	Donate	Sell	Auction	Trade-in Junk
Print Name:	John Fay		Date: 10/31/2025	
SECTION II PROPERTY STATUS (TO BE COMPLETED BY FIXED ASSETS)				
Sent to the BOE:	YES ☒	NO ☐	Approved:	YES ☐ NO ☐ Resolution #
DISPOSAL				
Reason for Disposal:	Past useful life			
Pickup Location:	Print: Auction	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				
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Supervisor Signature:		Date:		

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SECTION 1 PROPERTY IDENTIFICATION					
ITEM: SCHOOL BUS #323					
Asset tag number:	006710	Building	TRANSPORTATION	Room #:	YARD
Serial Number:	4UZABRDT2ECFS8537			Model:	THOMAS/31OTS
Equipment Condition:	☒ Broken/Past Useful Life Cycle ☐ Fair ☐ Good ☐ Excellent				
Notes:	Will be auctioned				
Recommend Method of Disposal	Donate	Sell	<u>Auction</u>	Trade-in	Junk
Print Name:	John Fay		Date: 10/31/2025		
SECTION II PROPERTY STATUS (TO BE COMPLETED BY FIXED ASSETS)					
Sent to the BOE:	YES ☒	NO ☐	Approved:	YES ☐	NO ☐ Resolution #
DISPOSAL					
Reason for Disposal:	Past useful life				
Pickup Location:	Print:	Auction	Signature:		
Person who pickup/disposed of property:					
RELOCATION	Date Relocated:		Approved By:		
Removed from:	Building:		Room:		
	Department:		Owner:		
Relocated to:	Building:		Room:		
	Department:		Owner:		
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SECTION 1 PROPERTY IDENTIFICATION					
ITEM: SCHOOL BUS #322					
Asset tag number:	006709	Building	TRANSPORTATION	Room #:	YARD
Serial Number:	4UZABRDT4ECFS8568			Model:	THOMAS/31OTS
Equipment Condition:	☒ Broken/Past Useful Life Cycle ☐ Fair ☐ Good ☐ Excellent				
Notes:	Will be auctioned				
Recommend Method of Disposal	Donate	Sell	<u>Auction</u>	Trade-in	Junk
Print Name:	John Fay		Date: 10/31/2025		
SECTION II PROPERTY STATUS (TO BE COMPLETED BY FIXED ASSETS)					
Sent to the BOE:	YES ☒	NO ☐	Approved:	YES ☐	NO ☐ Resolution #
DISPOSAL					
Reason for Disposal:	Past useful life				
Pickup Location:	Print:	Auction	Signature:		
Person who pickup/disposed of property:					
RELOCATION	Date Relocated:		Approved By:		
Removed from:	Building:		Room:		
	Department:		Owner:		
Relocated to:	Building:		Room:		
	Department:		Owner:		
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SECTION 1 PROPERTY IDENTIFICATION				
ITEM: SCHOOL BUS #310				
Asset tag number:	006312	Building	TRANSPORTATION	Room #: YARD
Serial Number:	4DRBUC8N6FB675388		Model:	THOMAS/C2
Equipment Condition:	☒ Broken/Past Useful Life Cycle ☐ Fair ☐ Good ☐ Excellent			
Notes:	Will be auctioned			
Recommend Method of Disposal	Donate	Sell	<u>Auction</u>	Trade-in Junk
Print Name:	John Fay		Date: 10/31/2025	
SECTION II PROPERTY STATUS (TO BE COMPLETED BY FIXED ASSETS)				
Sent to the BOE:	YES ☒	NO ☐	Approved:	YES ☐ NO ☐ Resolution #
DISPOSAL				
Reason for Disposal:	Past useful life			
Pickup Location:	Print:	Auction	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:			

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SECTION 1 PROPERTY IDENTIFICATION					
ITEM: SCHOOL BUS #331					
Asset tag number:	004831	Building	TRANSPORTATION	Room #:	YARD
Serial Number:	4DRBUC8N6FB675388			Model:	IC/CESB
Equipment Condition:	☒ Broken/Past Useful Life Cycle ☐ Fair ☐ Good ☐ Excellent				
Notes:	Will be auctioned				
Recommend Method of Disposal	Donate Sell <u>Auction</u> Trade-in Junk				
Print Name:	John Fay		Date: 10/31/2025		
SECTION II PROPERTY STATUS (TO BE COMPLETED BY FIXED ASSETS)					
Sent to the BOE:		YES ☒	NO ☐	Approved:	YES ☐ NO ☐ Resolution #
DISPOSAL					
Reason for Disposal:	Past useful life				
Pickup Location:	Print:	Auction	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:			
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Received By:				Date:	
Supervisor Signature:				Date:	

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SECTION 1 PROPERTY IDENTIFICATION					
ITEM: SCHOOL BUS *330					
Asset tag number:	004829	Building	TRANSPORTATION	Room #:	YARD
Serial Number:	4DRBUC8N4FB675387			Model:	IC/CESB
Equipment Condition:	☒ Broken/Past Useful Life Cycle ☐ Fair ☐ Good ☐ Excellent				
Notes:	Will be auctioned				
Recommend Method of Disposal	Donate	Sell	Auction	Trade-in	Junk
Print Name:	John Fay		Date: 10/31/2025		
SECTION II PROPERTY STATUS (TO BE COMPLETED BY FIXED ASSETS)					
Sent to the BOE:		YES ☒	NO ☐	Approved:	YES ☐ NO ☐ Resolution #
DISPOSAL					
Reason for Disposal:	Past useful life				
Pickup Location:	Print:	Auction	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:			

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Supervisor Signature:		Date:	