

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:	Floor Scrubber		Today's Date: 5/21/26
Manufacturer:	Betco		Model: Genie
Serial/Service Tag #:	375121100	Notes:	
Equipment Condition:	☒ Broken/Past Useful Life Cycle ☐ Fair ☐ Good ☐ Excellent		
	☐ Other:		
Fixed Asset Tag #:	005398		

PROPERTY STATUS (Disposed, Relocated, Lost or Stolen)			
DISPOSAL	Date of Disposal:	6/4/26	Approved By: Justin Yerdon
Reason for Disposal:	Broken and not worth repairing		
Pickup Location:	Malta Ave		
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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PROPERTY IDENTIFICATION			
Item Description:	Bathroom Buddy		Today's Date: 5/22/26
Manufacturer:	Tennant		Model: 750
Serial/Service Tag #:		Notes:	
Equipment Condition:	☒ Broken/Past Useful Life Cycle ☐ Fair ☐ Good ☐ Excellent		
	☐ Other:		
Fixed Asset Tag #:	003556		

PROPERTY STATUS (Disposed, Relocated, Lost or Stolen)			
DISPOSAL	Date of Disposal:	6/4/26	Approved By: Justin Yerdon
Reason for Disposal:	Broken and not worth repairing		
Pickup Location:	WR/MT		
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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PROPERTY IDENTIFICATION			
Item Description:	Bathroom Buddy		Today's Date: 5/22/26
Manufacturer:	Tennant		Model: 750
Serial/Service Tag #:		Notes:	
Equipment Condition:	☒ Broken/Past Useful Life Cycle ☐ Fair ☐ Good ☐ Excellent		
	☐ Other:		
Fixed Asset Tag #:	003182		

PROPERTY STATUS (Disposed, Relocated, Lost or Stolen)			
DISPOSAL	Date of Disposal:	6/4/26	Approved By: Justin Yerdon
Reason for Disposal:	Broken and not worth repairing		
Pickup Location:	WR/MT		
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 1 PROPERTY IDENTIFICATION			
ITEM <u>Seco Hot Food Serving Line</u>			
Asset tag number:	<u>000398</u> <u>010036 001569</u>	Building	<u>Middle School</u>
Room #:	<u>Kitchen</u>		
Serial Number:	<u>935386M</u>		Model:
	<u>4HF</u>		
Equipment Condition:	☒ Broken/Past Useful Life Cycle ☐ Fair ☐ Good ☐ Excellent		
Notes:	<u>Parts No longer Available to repair current issue</u>		
Recommend Method of Disposal	Donate ☐ Sell ☐ Auction ☐ Trade-in ☐ <u>Junk</u> ☒		
Print Name:	<u>Todd Fecura</u>		Date:
			<u>5/22/26</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/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:			

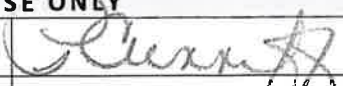
BUSINESS OFFICE USE ONLY

Received By:		Date:	
Supervisor Signature:		Date:	

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 Cart, Copy Board/Projector				
Asset tag number:	4562	Building		Room #:
Serial Number:	SB680M2E72488		Model:	
Equipment Condition:	☒ Broken/Past Useful Life Cycle ☐ Fair ☐ Good ☐ Excellent			
Notes:	Smart Technologies			
Recommend Method of Disposal	Donate	Sell	Auction	Trade-in <u>Junk</u>
Print Name: Patti Cunniff	Date: 6/15/26			
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/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: 6/15/26
Supervisor Signature: 	Date:

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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:	Textbooks		Today's Date: 5/29/2026
Manufacturer:	See attached list		Model: See attached list
Serial/Service Tag #:	See attached list	Notes:	
Equipment Condition:	☒ Broken/Past Useful Life Cycle ☐ Fair ☐ Good ☐ Excellent		
	☐ Other:		
Fixed Asset Tag #:	N/A		

PROPERTY STATUS (Disposed, Relocated, Lost or Stolen)			
DISPOSAL	Date of Disposal:		Approved By:
Reason for Disposal:	Obsolete and no longer needed		
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:	

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