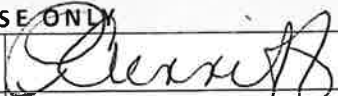


Property & Equipment Disposition Form

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 Mail Machine - Transportation					
Asset tag number:	7978	Building	Transportation	Room #:	
Serial Number:	ZA2335704402			Model:	
Equipment Condition:	☐ Broken/Past Useful Life Cycle ☐ Fair ☒ Good ☐ Excellent				
Notes:	Does not use				
Recommend Method of Disposal	Donate Sell Auction Trade-in Junk				
Print Name:	Patti Cunniff		Date: 6/24/26		
SECTION II PROPERTY STATUS (TO BE COMPLETED BY FIXED ASSETS)					
Sent to the BOE:	YES ☒	NO ☐	Approved:	YES ☐	NO ☐ Resolution #
DISPOSAL					
Reason for Disposal:	Not being used				
Pickup Location:	Print: Transfortatin		Signature:		
Person who pickup/dispensed of property:					
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:					

BUSINESS OFFICE USE ONLY			
Received By:		Date:	6/24/26
Supervisor Signature:		Date:	