

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 312					
Asset tag number:		Building	TRANSPORTATION	Room #:	YARD
Serial Number:	4UZABRDT7DCFB1887			Model:	THOMAS/C2
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: July 28, 2026		
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/disposed of property:					
RELOCATION					
Removed from:	Date Relocated:		Approved By:		
	Building:		Room:		
Relocated to:	Department:		Owner:		
	Building:		Room:		
Relocated to:	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 VEHICLE 226				
Asset tag number:		Building	TRANSPORTATION	Room #: YARD
Serial Number:	3GNGK26U03G226657		Model:	Chevrolet/Suburban
Equipment Condition:	☒ Broken/Past Useful Life Cycle ☐ Fair ☐ Good ☐ Excellent			
Notes:	Will be scrapped			
Recommend Method of Disposal	Donate Sell Auction Trade-in Junk			
Print Name:	John Fay		Date: July 28, 2026	
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/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:	