

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 I PROPERTY IDENTIFICATION				
ITEM John Deere Backhoe				
Asset tag number:	002227	Building	Grounds	Room #:
Serial Number:	T03106X953510		Model:	310 G
Equipment Condition:	☐ Broken/Past Useful Life Cycle ☒ Fair ☐ Good ☐ Excellent			
Notes:	License Plate AJ4757			
Recommend Method of Disposal	Donate Sell Auction Trade-in Junk			
Print Name:	Justin Yerdon		Date:	7/1/26
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/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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Rev: 12/2024

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SECTION I PROPERTY IDENTIFICATION					
ITEM <u>Tennant Carpet Sweeper</u>					
Asset tag number:	<u>003555</u>	Building	<u>HS</u>	Room #:	<u>Custodian</u>
Serial Number:	<u>8000100617</u>			Model:	<u>S8 (S8)</u>
Equipment Condition:	☒ Broken/Past Useful Life Cycle ☐ Fair ☐ Good ☐ Excellent				
Notes:					
Recommend Method of Disposal	Donate Sell Auction Trade-in <u>Junk</u>				
Print Name:	<u>Justin</u>		Date:	<u>8/12/26</u> <u>✓ email</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:		

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SECTION I PROPERTY IDENTIFICATION				
ITEM Portable Wall Divider				
Asset tag number:	003282	Building	MS	Room #: -
Serial Number:	not found in AW		Model:	-
Equipment Condition:	☒ Broken/Past Useful Life Cycle ☐ Fair ☐ Good ☐ Excellent			
Notes:	There were two of these. One missing the tag. Both Trash			
Recommend Method of Disposal	Donate Sell Auction Trade-in Junk			
Print Name:	Justin Verdon		Date:	8/31/26 <i>email</i>
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				
Removed from:	Date Relocated:		Approved By:	
	Building:		Room:	
Relocated to:	Department:		Owner:	
	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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5735 D

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SECTION I PROPERTY IDENTIFICATION					
ITEM Bathroom Buddy					
Asset tag number:	Can't find it	Building	MS	Room #:	Custodian
Serial Number:	900735 10610229			Model:	ASC-15
Equipment Condition:	☒ Broken/Past Useful Life Cycle ☐ Fair ☐ Good ☐ Excellent				
Notes:					
Recommend Method of Disposal	Donate	Sell	Auction	Trade-in	<u>Junk</u>
Print Name:	Justin		Date:	9/2/26	
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/dropped 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 I PROPERTY IDENTIFICATION					
ITEM <u>Carpet Extractor</u>					
Asset tag number: ☒	<u>005894</u>	Building	<u>MS</u>	Room #:	<u>Custodian</u>
Serial Number:	<u>900419 30070774</u>			Model:	<u>E-5</u>
Equipment Condition:	☒ Broken/Past Useful Life Cycle ☐ Fair ☐ Good ☐ Excellent				
Notes:	<u>Disposed as of 2/2024</u>				
Recommend Method of Disposal	Donate Sell Auction Trade-in <u>Junk</u>				
Print Name:	<u>Justin</u>		Date:	<u>9/2/26</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/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:					

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SECTION 1 PROPERTY IDENTIFICATION				
ITEM Desk				
Asset tag number:	1772	Building	HS	Room #:
Serial Number:	<i>not in AU</i>		Model:	
Equipment Condition:	☒ Broken/Past Useful Life Cycle ☐ Fair ☐ Good ☐ Excellent			
Notes:				
Recommend Method of Disposal	Donate	Sell	Auction	Trade-in Junk
Print Name:	Justin	Date:	9/3/26	
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/disposed 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:

Supervisor Signature:

Date: