



## PROPERTY DISPOSAL REPORT

DATE: 01/22/2026

To: Purchasing Department, Attention: Fixed Asset Property Manager  
From: 170100, Facilities Lauren Michaels *Lauren Michaels*  
Department No. & Name, Department Asset Custodian Authorized Signature

Re: Please amend the inventory to reflect the following change(s) due to DISPOSAL

## METHOD OF DISPOSAL

**Auction** \_\_\_\_\_ Date \_\_\_\_\_

**Theft** \_\_\_\_\_ (Attach the Law Enforcement Agency Theft Report)  
Date \_\_\_\_\_

**Destroyed by**  
 Natural Disaster \_\_\_\_\_ Date \_\_\_\_\_  
 Traffic Accident \_\_\_\_\_ Date \_\_\_\_\_

**Trade-In** \_\_\_\_\_ Date \_\_\_\_\_

**Donated** \_\_\_\_\_ Agency receiving donation: \_\_\_\_\_

Disposal of: 80-100 walls mod cubical walling, etc  
FAID No. & Description \_\_\_\_\_

Reason for disposal: **No longer needed**

Serial No./VIN #: \_\_\_\_\_  
From: **Facilities** Location: **Justice Center**  
Department No. & Name \_\_\_\_\_ Building, Floor, Suite, or Room No. \_\_\_\_\_

Comments: \_\_\_\_\_

**PLEASE RETAIN A COPY OF THIS FORM FOR YOUR RECORDS**

**PURCHASING DEPARTMENT USE ONLY**

*Edward J. B. Ross*  
Fixed Asset Property Manager



## GENERAL PROPERTY PRE-DISPOSAL DISCLOSURE FORM

Date: 01/22/2026

To: Purchasing Department, Attention: Fixed Asset Property Manager  
From: Lauren Michaels Lauren Michaels 170100, Facilities  
Authorized Signature Print Name Department/Division

Re: Pre-disposal disclosure

Method of Disposal:      Destroy      Scrap      Salvage      Starting Bid \$

Please describe the item to the best of your knowledge. Please list any and all defects.

Disposal of FAID No: **N/A** Description: mod cubical walling, etc

Make: \_\_\_\_\_ Model: \_\_\_\_\_

Serial/VIN: \_\_\_\_\_ Year: \_\_\_\_\_ Color: \_\_\_\_\_

Description of Use: Cubicle walling

Reason for Disposal: No longer needed

In this situation, is there a 1-1-1 line condition? Yes  No

Is this item currently in sound working condition?  Yes  No

No additional usage //

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**PURCHASING DEPARTMENT USE ONLY**

1/22/2026  
Date Form Processed

Date Form Processed

PARTMENT USE ONLY  
  
Edward J. O'Brien  
Fixed Asset Property Manager

## Fixed Asset Property Manager