



## PROPERTY DISPOSAL REPORT

DATE: 01/22/2026

To: Purchasing Department, Attention: Fixed Asset Property Manager

From: 170100, Facilities Lauren Michaels

Department No. & Name, Department Asset Custodian Authorized Signature

*Anschub*

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**

1/22/2026  
Date Form Processed

*Edward F. Blum*  
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: 80-100+ walls mod cubical walling, etc

Make:        Model:       

Serial/VIN:        Year:        Color:       

Description of Use: Cubicle walling

Reason for Disposal: No longer needed

Is this item currently in sound working condition?        Yes X No

If no, please describe and list all defects.

No additional usage //

Other:       

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1/22/2026 PURCHASING DEPARTMENT USE ONLY  
Date Form Processed Edward J. [Signature]  
Fixed Asset Property Manager