



## PROPERTY DISPOSAL REPORT

DATE: 01/22/2026

To: Purchasing Department, Attention: Fixed Asset Property Manager

From: 123201, Justice Pct 2 Kristi Shafer

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: \_\_\_\_\_  
Date \_\_\_\_\_

Disposal of: N/A - 1 shredder + keyboards & misc office  
FAID No. & Description

Reason for disposal: No longer needed & broken

Serial No./VIN #: \_\_\_\_\_

From: 123201, Justice Pct 2 Location: Popavich  
Department No. & Name Building, Floor, Suite, or Room No.

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

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**PURCHASING DEPARTMENT USE ONLY**

1/22/2026  
Date Form Processed

  
Fixed Asset Property Manager



## GENERAL PROPERTY PRE-DISPOSAL DISCLOSURE FORM

Date: 01/22/2026

To: Purchasing Department, Attention: Fixed Asset Property Manager

From: Kristi Shafer Kristi Shafer 123201, Justice Pct 2  
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: Keyboards & shredder / office misc

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

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

Description of Use: Office equip / keyboards & shredder

Reason for Disposal: No longer needed / broken

Is this item currently in sound working condition? Yes  No

If no, please describe and list all defects.

Shredder in unknown / possibly locked up

Other: \_\_\_\_\_  
\_\_\_\_\_

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