



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

Kristi Shafer

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: _____

PLEASE RETAIN A COPY OF THIS FORM FOR YOUR RECORDS

PURCHASING DEPARTMENT USE ONLY

1/22/2026
Date Form Processed

Edward J. Popavich
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 X No

If no, please describe and list all defects.

Shredder in unknown / possibly locked up

Other:

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Date Form Processed Fixed Asset Property Manager [Signature]