

January 2009
over 1000



Controlled Property Disposal Form

Assets OVER \$1,000

v.1.6 Oct-2010

REQUEST FOR TRANSFER, DISPOSAL, AND REMOVAL FROM PROPERTY RECORD							
Cost Center: Cc0146 Physical Therapy				Disposition			
Cost Center Administrator: Mayra Limousin-Hernandez				Each Staff must check only one appropriate box below			
Campus: North		Building: 63		Room: 001100		Other (Explain)	
						NOTE: Lost/Stolen items require a Police Report with this form	
Do Item(s) require pick-up by Material Services?							
Yes: X If Yes, Picked on or before what date? _____ Pallet ID: _____							
No: _____							
Initiating Property Custodian Signature:				Date: 11/29/23		Phone: 9/29-2974	
Property Control/Material Services Signature:				Date: _____		Phone: _____	
Property Control Audit Number: 5435				Form ID: _____			
1) Enter the appropriate information below							
2) Save this document as "yourcampus property disposal-date.xlsx" (ex South Property Transfer 10-31-09.xlsx)							
3) Email to: jlopez2@broward.edu and cc: sperez1@broward.edu							
Items	Description	Asset	Serial Number				
Ex.	Gateway E-4000 Computer (SAMPLE ONLY)	00123456	123456789				
1	#46-52672 KN REF 5 CF UP/RT 7/7/23	0042685					
2	Multi gym Life Fitness Model Fit 12/11/08	0054634					
3	Parallel Bars Electric Hausman 4/6/10	0055838					
4	Switch Enterasys N/A	0057072					
5	Open wire frame round seat 5/9/14	0058295					
6	Open frame wire frame base in PO 5/9/14	0058328					
7	Open frame wire frame base in PO 5/9/14	0058333					
8	HE407LL/A Cart- Bretford Power 12/4/14	0059261					
9	Wall Station Therabrand 6/20/16	0061608					
10	Computer Gateway N/A	0048000					
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Revised 6/2016 PGSWS

Controlled Property Disposal Form

Assets OVER \$1,000

v.1.6 Oct-2010

REQUEST FOR TRANSFER, DISPOSAL, AND REMOVAL FROM PROPERTY RECORD										
Cost Center: cc0382				Disposition <i>Each Staff must check only one appropriate box below</i>						
Cost Center Administrator: Natalie Justice			Campus Staff	Lost	Stolen	Trade-In	Unserviceable	Donation	Obsolete	Surplus
							x			
Campus: TTL	Building: 39	Room: 110	Other (Explain)							
NOTE: Lost/Stolen items require a Police Report with this form										
Do Item(s) require pick-up by Material Services?										
Yes: X If Yes, Picked on or before what date? 9/27/23 Pallet ID: _____										
No: _____										
Initiating Property Custodian Signature: _____				Date: 9/22/23		Phone: 4502				
Property Control/Material Services Signature: _____				Date: 9/22/23		Phone: _____				
Property Control Audit Number: 5436				Form ID: _____						
1) Enter the appropriate information below 2) Save this document as "yourcampus property disposal-date.xlsx" (ex South Property Transfer 10-31-09.xlsx) 3) Email to: jlopez2@broward.edu and cc: sperez1@broward.edu										
Items	Description	Asset	Serial Number							
Ex.	Gateway E-4000 Computer (SAMPLE ONLY)	00123456	123456789							
1	Ice maker (not the bin) 6/24/02	0039757	12021280011520							
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Revised 6/2016 PGSWS

Controlled Property Disposal Form

Assets OVER \$1,000

REQUEST FOR TRANSFER, DISPOSAL, AND REMOVAL FROM PROPERTY RECORD					
Cost Center:			Disposition		
Cost Center Administrator:			Each Staff must check only one appropriate box		
Campus Staff			Lost	Stolen	Trade-In
			Unserviceable	Donation	Obs
Campus:	Building:	Room:	Other (Explain) Broken Equipment / Not in Use		
Central	22	154157	NOTE: Lost/Stolen items require a Police Report with this		

Do Item(s) require pick-up by Material Services?

Yes: _____ If Yes, Picked on or before what date? _____

Pallet ID: _____

No: _____

Initiating Property Custodian Signature: _____

Date: 12/4/23

Phone: (978) 271-4509

Property Control/Material Services Signature: _____

Date: _____

Phone: _____

Property Control Audit Number: 5437

Form ID: _____

- 1) Enter the appropriate information below
- 2) Save this document as "yourcampus property disposal-date.xlsx" (ex South Property Transfer 10-31-09.xlsx)
- 3) Email to: jlopez2@broward.edu and cc: sperez1@broward.edu

Items	Description	Asset	Serial Number
Ex.	Gateway E-4000 Computer (SAMPLE ONLY)	00123456	123456789
1	Air Science - Cyanoacrylate Fuming Chamber	BCC 0047278	1/10/05
2	Omega View	BCC PAR258	
3	Polaroid MP4 Land Camera (stand)	BC 0938056	N/A
4	Laser Technology - Measurement Angle Encoder	BCC 049265	10/31/06
5	Laser Technology (second part)	BCC 049266	10/31/06
6	Polilight PL400	BCC 038977	11/30/01
7	Sirchie SFP4 Fingerprint Camera	BCC 15043	
8	Sirchie SFP4 Fingerprint Camera	BC 0938056	N/A
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Controlled Property Disposal Form

Assets OVER \$1,000

JUN-2020

REQUEST FOR TRANSFER, DISPOSAL, AND REMOVAL FROM PROPERTY RECORD											
Cost Center: CC0158				Disposition <i>Each Staff must check only one appropriate box below</i>							
Cost Center Administrator: DANIEL RIOSECO				Campus Staff	Lost	Stolen	Trade-In	Unserviceable	Donation	Obsolete	Surplus
									X		
Campus:	Building:	Room:		Other (Explain)							
CENTRAL	23	121	X	NOTE: Lost/Stolen items require a Police Report with this form							

Do Item(s) require pick-up by Material Services?

Yes: _____ If Yes, Picked on or before what date? _____

No: X

DocuSigned by:

Pallet ID: _____

Initiating Property Custodian Signature: _____

Date: 12/07/2023

Phone: 954-201-6332

Property Control/Material Services Signature: _____

Date: 12/12/2023

Phone: _____

Property Control Audit Number: 5438

Form ID: _____

1) Enter the appropriate information below

2) Save this document as "yourcampus property disposal-date.xlsx" (ex South Property Transfer 10-31-09.xlsx)

3) Email to csims1@broward.edu and cc: sperez1@broward.edu

Items	Description	Asset	Serial Number
Ex.	Gateway E-4000 Computer (SAMPLE ONLY)	00123456	123456789
1	SHARP Aquos TV	53425	205818526
2	SHARP Aquos TV	53426	201818087
3	SHARP Aquos TV	53738	209827735
4	SHARP Aquos TV	53739	209827736
5	LG 80" TV	58720	406821887
6	LG 55" TV	60438	409RMQK2T124
7	LG 55" TV	60439	409RMCJ2T123
8	LG 55" TV	60444	409RMYA2T122
9	LG 55" TV	60451	409RMDZ2S042
10	LG 55" TV	60452	409RMXX2T114
11	LG 55" TV	60680	410RMMD4L923
12	Sony TV	65135	4048123
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Controlled Property Disposal Form

Assets OVER \$1,000

JUN-2020

REQUEST FOR TRANSFER, DISPOSAL, AND REMOVAL FROM PROPERTY RECORD										
Cost Center: CC0158				Disposition <i>Each Staff must check only one appropriate box below</i>						
Cost Center Administrator: RACHAEL CHRISTIE			Campus Staff	Lost	Stolen	Trade-In	Unserviceable	Donation	Obsolete X	Surplus
Campus: CENTRAL	Building: 17	Room: 146B		Other (Explain) _____						
NOTE: Lost/Stolen items require a Police Report with this form										

Do Item(s) require pick-up by Material Services?
 Yes: X If Yes, Picked on or before what date? EARLIEST AVAILABLE Pallet ID: _____
 No: _____ DocuSigned by: _____

Initiating Property Custodian Signature: Holiday Bugge Date: 12/15/2023 Phone: 954-201-6332
CCD5677DF74A4B8...

Property Control/Material Services Signature: Hurds Jones Date: 12-15-23 Phone: _____

Property Control Audit Number: 5439 Form ID: _____

- 1) Enter the appropriate information below
 2) Save this document as "yourcampus property disposal-date.xlsx" (ex South Property Transfer 10-31-09.xlsx)
 3) Email to csims1@broward.edu and cc: sperez1@broward.edu

Items	Description	Asset	Serial Number
Ex.	Gateway E-4000 Computer (SAMPLE ONLY)	00123456	123456789
1	GATEWAY 400VTX LAPTOP <u>6/13/63</u>	42253	0030313088
2	1i SCAN SCREEN CALIBRATOR <u>N/A</u>	47562	0121763
3	GATEWAY M465 LAPTOP <u>5/7/08</u>	49105	0037080664
4	APPLE MAC PRO (PAIL) <u>12/17/14</u>	59281	F5KNT0Y5F9VN
5	APPLE AIO <u>3/11/15</u>	59425	D25P91FSFY14
6	APPLE AIO <u>3/11/15</u>	59435	D25P91FEFY14
7	VADDIO ZOOM SHOT CAMERA <u>5/21/15</u>	60428	998691900016214047
8	APPLE AIO <u>9/15/15</u>	60663	D25QC0SGFY14
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Controlled Property Disposal Form

Assets OVER \$1,000

v1.6 Oct-2010

REQUEST FOR TRANSFER, DISPOSAL, AND REMOVAL FROM PROPERTY RECORD										
Cost Center: CC0158				Disposition						
Cost Center Administrator: Samantha Maceo				Each Staff must check only one appropriate box below						
				Lost	Stolen	Trade-In	Unserviceable	Donation	Obsolete	Surplus
Campus: South									X	
Building: 72				Other (Explain)						
Room: 178				NOTE: Lost/Stolen items require a Police Report with this form						

Do Item(s) require pick-up by Material Services?

Yes: ☒ If Yes, Picked on or before what date? 12/08/23

Pallet ID: _____

No: _____

Initiating Property Custodian Signature: Samantha Maceo Date: 12/06/23

Phone: x8178

Property Control/Material Services Signature: Hurda Jon Date: 12-11-23

Phone: _____

Property Control Audit Number: 5440

Form ID: _____

1) Enter the appropriate information below

2) Save this document as "yourcampus property disposal-date.xlsx" (ex South Property Transfer 10-31-09.xlsx)

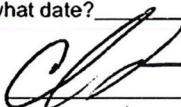
3) Email to raviles@broward.edu and cc: dmcdade@broward.edu

Items	Description	Asset	Serial Number
Ex.	Gateway E-4000 Computer (SAMPLE ONLY)	00123456	123456789
1	ThinkPad X230 4/21/14	0058176	PK2XZH5
2	ThinkPad X230 5/11/14	0058252	R9YBBNA
3	PRINTER, HP COLOR LASERJET, ENTERPRISE, CP4525N 1/31/12	0052495	JPBCCCKOBO
4	ThinkStation P300 5/15/15	0060120	MJ02F50J
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Controlled Property Disposal Form

Assets OVER \$1,000

v.1.6 Oct-2010

REQUEST FOR TRANSFER, DISPOSAL, AND REMOVAL FROM PROPERTY RECORD										
Cost Center: CC0241				Disposition <i>Each Staff must check only one appropriate box below</i>						
Cost Center Administrator: Marcus Wilson			Campus Staff	Lost	Stolen	Trade-In	Unserviceable	Donation	Obsolete	Surplus
									X	
Campus: 10	Building: 23	Room: 106		Other (Explain)						
NOTE: Lost/Stolen items require a Police Report with this form										
Do Item(s) require pick-up by Material Services?										
Yes: _____ If Yes, Picked on or before what date? _____ Pallet ID: _____										
No: <u>X</u>										
Initiating Property Custodian Signature: 				Date: 12/15/23		Phone: 954-201-6823				
Property Control/Material Services Signature: 				Date: 12/15/23		Phone: _____				
Property Control Audit Number: 5441				Form ID: _____						
1) Enter the appropriate information below 2) Save this document as "yourcampus property disposal-date.xlsx" (ex South Property Transfer 10-31-09.xlsx) 3) Email to: jlopez2@broward.edu and cc: sperez1@broward.edu										
Items	Description	Asset	Serial Number							
Ex.	Gateway E-4000 Computer (SAMPLE ONLY)	00123456	123456789							
1	Club Car	9/14/09	55373	PR1004-07436						
2	EZGO	6/30/05	47649	2327281						
3	Club Car	8/1/11	52166	PG1146-249415						
4	Club Car	7/11/11	52148	EG1145-246822						
5	EZGO	8/13/07	50215	2554343						
6	Club Car	11/2/06	48418	EG0653-715449						
7	EZGO	9/09/07	UA5010	2555504						
8	EZGO	8/6/09	55276	2674598						
9	Club Car	9/14/09	55370	JU1006-074686						
10	Club Car	7/30/04	46803	JG0448-464487						
11	Club Car	11/25/08	54560	JG0728-963455						
12	Club Car	7/8/03	42687	JG0349-353252						
13	Club Car	6/26/97	28706	AG9703-555297						
14	EZGO	N/A	07264	2600C0063						
15	Toro cart	7/18/06	48918	260000663						
16	Toro mower	3/28/14	58085	312000247						
17	Ford	9/23/08	54417	2FAHP71V69X100576						
18	Ford	7/2/04	44189	2FAFP71W84X176003						
19	Ford	8/9/05	47747	2FAFP71W65X175904						
20	Ford	8/14/06	49012	2FAFP71WX7X104823						

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Assets OVER \$1,000

REQUEST FOR TRANSFER, DISPOSAL, AND REMOVAL FROM PROPERTY RECORD							
Cost Center: Emergency Medical Services				Disposition			
Cost Center Administrator: Julie Sant				<i>Each Staff must check only one appropriate box below</i>			
Campus: Central		Building: 08		Room: 228		Campus Staff	
						☐ Lost ☐ Stolen ☐ Trade-In ☐ Unserviceable ☐ Donation ☐ Obsolete ☐ Surplus	
Other (Explain)				NOTE: Lost/Stolen items require a Police Report with this form			
Do Item(s) require pick-up by Material Services?							
Yes: _____ If Yes, Picked on or before what date? _____ Pallet ID: _____ No: <u>xxx</u>							
Initiating Property Custodian Signature: <u>[Signature]</u>				Date: <u>12-08-2023</u>		Phone: <u>954 275 8864</u>	
Property Control/Material Services Signature: <u>[Signature]</u>				Date: _____		Phone: _____	
Property Control Audit Number: <u>5442</u>				Form ID: _____			
1) Enter the appropriate information below 2) Save this document as "your campus property disposal-date.docx" (ex. South Property Transfer 10-31-2020.docx) 3) Email to: jlopez2@broward.edu and cc: sperez1@broward.edu							
Items	Description	Asset	Serial Number				
Ex.	Gateway E-4000 Computer (SAMPLE ONLY)	00123456	123456789				
1	Laerdal Sim Pad <u>8/11/12</u>	0053336	ZW1340000115				
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3							
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Controlled Property Disposal Form

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Assets OVER \$1,000

v.1.6 Oct-2010

REQUEST FOR TRANSFER, DISPOSAL, AND REMOVAL FROM PROPERTY RECORD																					
Cost Center: CC0158				Disposition																	
Cost Center Administrator: Rolner Saint Hilaire				Each Staff must check only one appropriate box below																	
Campus: North Building: 62 Room: 111				<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td>Lost</td> <td>Stolen</td> <td>Trade-In</td> <td>Unserviceable</td> <td>Donation</td> <td>Obsolete</td> <td>Surplus</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: center;">X</td> <td></td> </tr> </table>				Lost	Stolen	Trade-In	Unserviceable	Donation	Obsolete	Surplus						X	
				Lost	Stolen	Trade-In	Unserviceable	Donation	Obsolete	Surplus											
					X																
Campus Staff				Other (Explain)																	
NOTE: Lost/Stolen items require a Police Report with this form																					
Do Item(s) require pick-up by Material Services?																					
Yes: Yes If Yes, Picked on or before what date? _____ Pallet ID: _____																					
No: _____																					
Initiating Property Custodian Signature: <u><i>Rolner Saint Hilaire</i></u> Date: <u><i>12-07-23</i></u> Phone: _____																					
Property Control/Material Services Signature: <u><i>Hurdis Jones</i></u> Date: <u><i>12-07-23</i></u> Phone: _____																					
Property Control Audit Number: <u><i>5443</i></u> Form ID: _____																					
1) Enter the appropriate information below 2) Save this document as "yourcampus property disposal-date.xlsx" (ex South Property Transfer 10-31-09.xlsx) 3) Email to: jlopez2@broward.edu and cc: sperez1@broward.edu																					
Items	Description	Asset	Serial Number																		
Ex.	Gateway E-4000 Computer (SAMPLE ONLY)	00123456	123456789																		
1	LENOVO P500 TOWER <i>1/27/15</i>	59373	MJ01ZMVE																		
2	NURSING EQUIPEMENT <i>2/2/05</i>	47334	N/A																		
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Assets OVER \$1,000

v.1.6 Oct-2010

REQUEST FOR TRANSFER, DISPOSAL, AND REMOVAL FROM PROPERTY RECORD										
Cost Center:				Disposition <i>Each Staff must check only one appropriate box below</i>						
Cost Center Administrator: Harold Celicourt			Campus Staff	Lost	Stolen	Trade-In	Unserviceable	Donation	Obsolete	Surplus
							xx			
Campus:	Building:	Room:		Other (Explain)						
NORTH	62	158		NOTE: Lost/Stolen items require a Police Report with this form						
Do Item(s) require pick-up by Material Services?										
Yes: XX If Yes, Picked on or before what date? _____ Pallet ID: _____										
No: _____										
Initiating Property Custodian Signature: <i>Harold Celicourt</i>				Date: 12/07/2023		Phone: (954) 201-2220				
Property Control/Material Services Signature: <i>Hurdles Jones</i>				Date: 12/07/2023		Phone: _____				
Property Control Audit Number: 5444				Form ID: _____						
1) Enter the appropriate information below 2) Save this document as "yourcampus property disposal-date.xlsx" (ex South Property Transfer 10-31-09.xlsx) 3) Email to: jlopez2@broward.edu and cc: sperez1@broward.edu										
Items	Description	Asset	Serial Number							
Ex.	Gateway E-4000 Computer (SAMPLE ONLY)	00123456	123456789							
1	ICE MACHINE, ICE-O-MATIC	UA0241	N/A							
2			Date N/A							
3										
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REQUEST FOR TRANSFER, DISPOSAL, AND REMOVAL FROM PROPERTY RECORD										
Cost Center: CC0158				Disposition <i>Each Staff must check only one appropriate box below</i>						
Cost Center Administrator: Samantha Maceo			Campus Staff	Lost	Stolen	Trade-In	Unserviceable	Donation	Obsolete	Surplus
									X	
Campus:	Building:	Room:	Other (Explain)							
South	72	178	NOTE: Lost/Stolen items require a Police Report with this form							

Do Item(s) require pick-up by Material Services? Yes: X If Yes, Picked on or before what date? 1/10/24 Pallet ID: _____
 No: _____

Initiating Property Custodian Signature: Samantha Maceo Date: 1/8/24 Phone: x8178
 Property Control/Material Services Signature: Hurchs Jones Date: 1-10-24 Phone: _____
 Property Control Audit Number: 5445 Form ID: _____

1) Enter the appropriate information below
 2) Save this document as "yourcampus property disposal-date.xlsx" (ex South Property Transfer 10-31-09.xlsx)
 3) Email to raviles@broward.edu and cc: dmcade@broward.edu

Items	Description	Asset	Serial Number
Ex.	Gateway E-4000 Computer (SAMPLE ONLY)	00123456	123456789
1	ThinkPad X1 - Laptop <u>6/7/16</u>	• 0061760	R90L4C0A
2	MacBook Pro <u>4/2/13</u>	• 0054117	C02K84GMDTY3
3	ThinkPad X1 <u>10/27/17</u>	• 0062759	PF0ZRF5W
4	ThinkPad T580 <u>5/30/18</u>	• 0063128	R90QNZPA
5	Epson PowerLite 1985WU <u>12/4/15</u>	• 0060839	V5MF5X0452L
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Controlled Property Disposal Form

Assets OVER \$1,000

v.1.6 Oct-2010

REQUEST FOR TRANSFER, DISPOSAL, AND REMOVAL FROM PROPERTY RECORD							
Cost Center: CC0374				Disposition			
Cost Center Administrator: Ana Ovalles				<i>Each Staff must check only one appropriate box below</i>			
				Campus Staff	Lost	Stolen	Trade-In
						Unserviceable	Donation
							Obsolete
							Surplus
Campus: 30 Building: 90 Room: 101-104				Other (Explain)			
				NOTE: Lost/Stolen items require a Police Report with this form			
Do Item(s) require pick-up by Material Services?							
Yes: _____ If Yes, Picked on or before what date? _____ Pallet ID: _____							
No: ☒ _____							
Initiating Property Custodian Signature: Patricia M Beltran				Date: 7-20-2023		Phone: _____	
Property Control/Material Services Signature: Hurdus Jones				Date: 7-20-2023		Phone: _____	
Property Control Audit Number: 5446				Form ID: _____			
1) Enter the appropriate information below 2) Save this document as "yourcampus property disposal-date.xlsx" (ex South Property Transfer 10-31-09.xlsx) 3) Email to: jlopez2@broward.edu and cc: dmcdade@broward.edu							
Items	Description	Asset	Serial Number				
Ex.	Gateway E-4000 Computer (SAMPLE ONLY)	00123456	123456789				
1	LEFT FLIP TOP STATIONARY PODIUM	0062284	1/18/17				
2	RIGHT FLIP TOP STATIONARY PODIUM	0062282	1/18/17				
3	RIGHT FLIP TOP STATIONARY PODIUM	0062281	1/18/17				
4	LEFT FLIP TOP STATIONARY PODIUM	0062283	1/18/17				
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