

LE JARDIN COMMUNITY CENTER, INC.  
311 NE 8th Street Suite 203, Homestead, FL 33030  
Phone (305)245-7299 Fax (305)328-4100

### ***Fixed Asset Disposal Form***

**Item Description :** \_\_\_\_\_

**Serial Number:** \_\_\_\_\_ **Tag Number:** \_\_\_\_\_

**Disposal Date:** \_\_\_\_\_ **Condition:** \_\_\_\_\_

**Disposal Method:** \_\_\_\_\_ **Funding Source:** \_\_\_\_\_

**Appointed to:** \_\_\_\_\_ **Asset ID:** \_\_\_\_\_

**Location (Site and Room #):** \_\_\_\_\_ **Disposal ID:** \_\_\_\_\_

**Cost:** \_\_\_\_\_ **Net Book Value:** \_\_\_\_\_  
(at disposal date)

**Gain/Loss:** \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_  
**Employee who verified condition of item** **Date**

\_\_\_\_\_  
**Employee who disposed of item** **Date**

\_\_\_\_\_  
**Audelia Martinez, CFO/COO** **Date**

\_\_\_\_\_  
**Julie Small, Accountant** **Date**

\_\_\_\_\_  
**Employee who entered disposal in MIP** **Date**