

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

Tangible Property Disposal Form

Item Description : _____

Serial Number: _____ **Tag Number:** _____

Disposal Date: _____ **Condition:** _____

Disposal Method: _____ **Funding Source:** _____

Appointed to: _____

Location (Site and Room #): _____

Comments: _____

Employee who verified condition of item _____
Date

Employee who disposed of item _____
Date

Audelia Martinez, CFO _____
Date

Jasmine Day, Accountant _____
Date