

DISPOSAL OF PROPERTY

1. Date: _____
2. Description of Item: _____

3. Vehicle Description: _____

4. Condition of Item/Vehicle: (choose number below and give short description) _____

Condition Codes:

1. In working condition
 2. Not working-serviceable
 3. Not working-not serviceable
 4. Obsolete-working
 5. Obsolete-not working
 6. Lost or Stolen-FY _____
 7. Other _____
5. Disposition Action: (choose number from below) _____

Disposition Codes

1. Trade-In
 2. Utilize State Surplus Property Services
 3. Local Disposition-Sell to individuals or entities eligible for participation in the Federal Surplus Property Program.
 4. Local Disposition to the General Public-Sell by advertised sealed bid
or advertised public auction.
(Use of the state auctioneering services contract is mandatory)
 5. Local Disposition-Current property value \$500 or less
 6. Other _____
6. Estimated Current Value of Item: _____
7. Date Acquired: _____
8. Property Number (if possible): _____
9. Department: _____
10. Contact Person & Phone #: _____

Please return form to Financial Services Dykstra Room 224