

# Property Disposal Record

## Request

Item	Make	Model	Serial #	YVEDDI #	Cost

Location	Why No Longer Needed	Executive Director Approval

Submitted By	
Staff Person	
Job Title	
Date	
Approved By	
Program Manager/Director	
Date	
Property Officer	
Date	

Storage Location	Date Moved

Funding Agency Prior Approval Needed?	Citation Source
<input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>If required, attach copy of request and original response.</i>	

DISPOSAL ACTION (attach documentation)	
<input type="checkbox"/>	Funding agency sale or transfer
<input type="checkbox"/>	Formal Bid Sale
<input type="checkbox"/>	Informal Bib Sale
<input type="checkbox"/>	Fair Value Sale
<input type="checkbox"/>	Donation
<input type="checkbox"/>	Scrap

Account Where Any Sale Monies Were Assigned/Deposited:		
\$	Program:	Receipt#:
\$	Program:	Receipt#:
Noted On Program Inventory?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date:
Noted on Property Record Card?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date:
Reported to Finance Committee?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date:
Reported to CPA Auditor?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date:
Completed Disposal File Folder Set Up?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date:

Verified By:	
Program Coordinator/Director/Manager	Date
Property Officer	Date

