

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. Advertised fixed price or Negotiated/Brokered price for specialized equipment. The KSU Surplus Property Public Listings website is available for use.
3. Advertised sealed bid or advertised public auction. Contact the Purchasing Office regarding available auctioneering options, 532-6214.
4. Donate to non-profit organization or Federal Surplus Property authorized recipients.
5. Cannibalize / recycle / sell to junkyard / trash
6. Other: _____

6. Estimated current value of item: _____
7. Date acquired: _____
8. Property number (if possible): _____
9. Department: _____
10. Contact person and phone #: _____
11. Inventory cost: _____

*Fill out all fields. Give best estimates if you don't know exact amount.

*Form will be returned if not complete.

Please return form to Storeroom, 129 Dykstra Hall