

	<b>APPENDIX I – ASSET/EQUIPMENT DISPOSAL</b>	<b>Approval Date</b> 11/02/12
	DEPARTMENT AND POLICY NUMBER N/A	<b>Revision Date</b> N/A

Date \_\_\_\_\_ (circle one) 1st 2nd 3rd request

Location/Building Address \_\_\_\_\_  
\_\_\_\_\_

Contact \_\_\_\_\_ Phone# \_\_\_\_\_

ASSET TAG # IF ANY	ASSET DESCRIPTION	REASON FOR DISPOSAL (SEE KEY)	DISPOSAL METHOD (SEE KEY)	ESTIMATED VALUE - TIME OF DISPOSAL	DATE OF DISPOSAL

**KEY FOR DISPOSAL:**

Reason: **RT**-Retired Obsolete, **1D**-Damaged/Destroyed, **PO**-Parted out/Dismantled, **1X**-Stolen,  
**UL**- Un-located

Methods: **OS**-Outright Sale, **AU**-Auction, **TI**-Trade-In, **SP**-Scrap/Destroy, **CC**-Contribution,  
**1X**-Theft, **UL**: Un-located

Signature of Director or Elected Official \_\_\_\_\_

Purchasing Manager Approval \_\_\_\_\_