



DECLARATION OF INTENT TO DISPOSE OF EQUIPMENT/FURNITURE/ VEHICLE

Inventory/Asset ID Number: _____

Description of Equipment/Furniture/ Vehicle: _____

Reason for disposal: _____

Manufacture : _____

Serial Number \ VIN#: _____ Model # _____

Tag # _____ Date Returned to DMV: _____

Location: _____ Room \ Area: _____

Approximate Age: _____
(If Known)

Acquisition Cost: _____
(If Known)

Condition of Equipment:

Estimate of Fair Market Value or Trade-In-Value: _____

Cost Sold for if sold or auction price: \$ _____

Condition of Equipment: _____

DISPOSED

SURPLUS

AUCTION

TRADE-IN

Relocation to: Site location

Relocated to: Room \ Area location

Approved by: _____
Principal \ Department Head Signature

Date

CFO of Finance Signature

Date

Fixed Assets Manager Signature

Inventory Removal Date