

UNIVERSITY OF ALASKA PROPERTY DISPOSAL AUTHORIZATION

If you are not familiar with University disposal procedures, read the "Property Disposals" Section P-6 of the Statewide Property Manual BEFORE completing this form.

Property Tag # _____ Serial # _____

Description _____ Org/obj/fund _____

Capitalized Value \$ _____

Acquired by donation less than 2 years ago? ____Y ____N (If Yes, IRS Form #8282 must be completed and attached to this disposal authorization request)

Does the title vest with the university? ____Y ____N - If not, with whom: _____

Non-University owned equipment: A copy of the authorization from the sponsoring agency, must be attached.

Federally Funded? ____Y ____N

Condition of the property: _____

List method used to offer property to other departments within the University:

A copy of the advertisement from the UA Surplus System, must be attached.

Date of proposed sale _____ List method of sale (Auction, Sealed Bid, Trade-In, Etc.) _____

_____ Title _____ Date _____

Signature of Director/Dept Head

Authorization by Chief Procurement Officer

_____ Authorized _____ Denied- Reason _____

_____ Signature of Chief Procurement Officer _____ Date _____

Report to Campus Property Coordinator - Final Disposition

_____ Sold Date _____ Method _____

For Property Use Only- Action Taken

For Statewide Property Use Only

Deleted _____ Amount \$ _____

Reviewed by: _____ Added to DAUTH: _____