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/Acct/Fund _____

Capitalized Value $ _____

Acquired by donation less than 2 years ago? ☐ Yes ☐ No (If Yes, IRS Form #8282 must be completed and attached to this disposal authorization request)

Does the title vest with the University? ☐ Yes ☐ No - If not, with whom? _____
Non-University owned equipment: A copy of the authorization from the sponsoring agency, must be attached.

Federally Funded? ☐ Yes ☐ No

Condition of the property: _____

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

_____

A copy of the advertisement <u>from the UA Surplus System</u>, must be attached.

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

_____

_____ _____ _____
Signature of Director/Dept Head Title Date

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

Deleted _____ Amount $ _____

For Statewide Property Use Only

Reviewed by: _____

Added to DAUTH: _____

PY-03 Revised 01/96