

UNIVERSITY OF HAWAI'I
DISPOSAL APPLICATION
 (See last page for instructions)

CAMPUS: _____

DATE: _____ / _____
 (MM/DD/YY)

DISPOSAL APPLICATION NO. D _____

PROPERTY CUSTODIAN: _____ TELEPHONE NO.: _____

DEPARTMENT: _____

To comply with state laws and regulations regarding disposal of government assets, please complete the following:

1. Full description of property:

Asset Number	Decal Number	Description	Purchase Price	Acquired Date (mm-dd-yy)	Disposal Code *	Current Estimated Value

Number of items: _____ Total: \$ _____

For **federally-owned property**, provide the following information:

- a) Grant and/or contract no. _____
- b) Written agency approval for property disposal should be attached, if required (Refer to APM A8.535 Disposal or Transfer)

* **Disposal Code:** The primary reason for disposing of the property. **(List one code per item in Section 1.)**

Code	Condition
DA	Damaged beyond economic repair
WO	Worn and unserviceable
TR	Trade-in and/or exchange
OB	Obsolete
TO	Transfer out of University (Attach <u>AGS Form 18</u> if transferring to another State Agency)
TH	Theft (Attach <u>Report of Loss or Damage of State Property & Police/Campus Security Report</u>)
LO	Lost/Missing (Attach <u>Report of Loss or Damage of State Property</u>)
FR	Fire (Attach <u>Report of Loss or Damage of State Property</u>)
OT	Other (Specify here: _____)

2. Trade-In:

The following offers were received:

Firm	Cost w/o Trade	Offer	Cost w/Trade
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Estimated current market value of property \$ _____

3. Request approval to:

Dispose by destruction

Transfer out of University

Dispose by sale

Salvage for parts

Relief of accountability

Trade-in

Other _____

Application to Dispose

Application is hereby made for the disposal of government property under my custody and control. Pursuant to Chapter 130, subtitle II, title 3, Hawai'i Administrative Rules, I do solemnly swear and affirm the accuracy of this application.

Signature of Property Custodian

Date

Signature of Fiscal Officer

F.O. Code

Date

Approval to dispose:

Inventory Management

Date

Disposal Certification

I certify that the property involved has been disposed of in the approved manner and that said property has not been directed or converted to improper use.

Signature

Print/Type Name

Date

(When disposal certification is completed, return the original to Inventory Management)