

PROPERTY DISPOSITION REPORT

TO: NEVADA STATE PURCHASING DIVISION
 PROPERTY MANAGEMENT PROGRAM
 515 E. MUSSER ST., STE 300
 CARSON CITY, NV 89701
 PH: (775) 684-0192 Fax: (775) 684-0188
 Email completed forms to sp@admin.nv.gov

FROM: Agency Name: _____
 Contact Name: _____
 Phone: _____ Fax: _____
 Property Address: _____

DISPOSITION OF PROPERTY IS EXCESS, BEYOND REPAIR, LOST/STOLEN OR TRANSFERRED/DONATED

A separate report for each disposition action must be completed. Must provide a complete description of property including condition and State I.D. # (if applicable). **Agency must obtain disposition approval from Nevada State Purchasing Property Management before agency may proceed with disposition.**

- EXCESS** to the needs of this department; request pickup by State Purchasing. Point of contact and telephone number must be provided above.
- BEYOND REPAIR: MUST PROVIDE DETAILED EXPLANATION AS TO CONDITION TO RECOMMEND PROPERTY TO BE JUNKED.** Removal of property is at agencies expense; or contact Buildings and Grounds. Remove State ID# tag and any State emblems before disposal.
- LOST/MISSING/STOLEN:** The agency head must be notified immediately of lost/missing/stolen items. Please attach a police report or other documentation to describe circumstances. Agency must process a FC document in Advantage noting date of Lost/Missing item(s). Item(s) must remain on agency's inventory for two inventory cycles prior to processing PDR and item(s) being removed.
- DONATION:** Please provide explanation of property condition and name of organization. Agency must obtain a receipt signature from organization receiving property. **AGENCY MUST HAVE PRIOR AUTHORIZATION BEFORE DONATING PROPERTY. Remove State ID# tag and any State emblems before donating.** Name of Organization for Donation: _____
- STATE I.D. TAG REQUEST:** Duplicate New (Unit Cost > \$5,000)
 If NEW, please provide the agency account coding, cost and backup documents approving the direct purchase, including a copy of the invoice and payment voucher.
 FUND _____ AGENCY _____ ORG _____ ACTIVITY _____ OBJECT _____ APPR UNIT _____ LOC CODE _____ UNIT COST \$ _____
- TRANSFER:** Transfers between State agencies only; process FC document for Purchasing approval in ADVANTAGE. Maintain PDR for agency records. FROM Location: _____ To Location: _____ Signature of Receiving Agency _____ Date: _____
- ELECTRONIC RECYCLE: To be used only for Non-working Electronics.** Once recycling is completed, return this approved PDR along with a copy of the receipt or check to remove items from your fixed asset inventory (If applicable)
- OTHER:** Please provide detailed explanation.

FA Type (E,U or X)	STATE ID #	<u>DETAILED</u> DESCRIPTION AND CONDITION OF PROPERTY	OFFICE USE ONLY	
			FC or FD Doc	Warehouse #

Signature of Person completing this form	Print Name and Title	Date
Signature of Agency Approving Authority	Print Name and Title	Date