

UNIVERSITY OF ALASKA PROPERTY DISPOSAL AUTHORIZATION

*Please read the "Property Disposals" section of the Statewide Property Manual
BEFORE completing this form.*

Property Tag #	Serial#		
Description	Org/Fund/Acct/Obj		
Capitalized Value \$			
Acquired by donation less than 2 years ago? (attached to this disposal authorization request)	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 with the University.		
A copy of the advertisement must be attached.			
Date of proposed sale	List method of sale (Auction, Sealed Bid, Trade-In, ETC)		
Signature of Director/Department Head	Title	Date	
Authorization by Chief Procurement Officer			
Authorized	Denied- Reason		
Signature of Chief Procurement Officer or Designee	Date		
Report to Campus Property Coordinator- Final Disposition			
Sold	Date	Method	
For Property Use Only- Action Taken			
Deleted:	Amount \$		