

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 \$	