

# 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?      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 \$