

Property Disposal Authorization [*\(click here to open form\)*](#)

This form must be used to obtain authorization from the chief procurement officer or authorized designee for all property disposals' involving sale outside the university system. It is also used as a notification to property coordinators for updating the property records after final disposition has been made. For large quantities of items that are being disposed of using the same method, submit the form with a list of the items containing the descriptive information requested on the face of the form.

1. Enter all descriptive information for the item as it is listed in the property module. If the information in the property module is incorrect, enter the correct information and note the discrepancy.
2. Answer "yes" or "no" to the question, "was equipment acquired by donation less than two years ago?" If yes, then an IRS form 8282 must be filed by the responsible department and submitted to the Statewide Fund Accounting Office, to show that equipment donated less than two years ago is no longer being used and is surplus.
3. Answer "yes" or "no" to the questions regarding federal funding and ownership. If the property is federally owned, you must attach a copy of the disposal authorization from the sponsoring agency.
4. The condition of the property must be noted.
5. List the method used to offer the property to other university departments.
6. Enter the proposed date and method of disposal.
7. The form must be signed by the director or department head responsible for the equipment.
8. Forms lacking pertinent information or signature will be returned for completion.
9. Send the form to your campus property coordinator. The campus property coordinator will submit the form to the appropriate office for authorization by the Chief Procurement Officer or authorized designee.
10. After authorization has been granted (or denied), the form will be returned to the departmental property coordinator.
11. When the sale has been finalized and final disposition of the equipment is known, complete the "final disposition" section.
12. Submit the form to the campus property coordinator. The campus property coordinator will update the property records.