Oregon Department of Corrections Fixed Asset Disposition

REQUEST DISPOSITION OF BELOW PROPERTY AS FOLLOWS:

	Trade-In Purchase request or Order # Trade-in Value \$	☐ Salvage/Scap	
	Interagency Transfer Receiving Agency name:	☐ Surplus	
	☐ Donation (QUALIFIED FACILITY PER DAS SURPLUS LIST) Name:	☐ Recycle	
	☐ Reuse/Sale by DOC Property Control		
	☐ Place in Refuse stream (accordance to state and local laws)		
NAME OF PERSON:		DATE:	
INSTITUTION:		DEPARTMENT:	

Inventory Tag No.	Description	Serial Number	Condition	Condition		
			Broken	Fixable	Working	
			+			
				1		
					1	
			_			
				1		

NOTE: Do not use this form to request removal of "LOST OR STOLEN" property. Address lost/stolen property on a memorandum which provides description of property, circumstances of lost, and manager's signature. Attach any related paperwork such as a Police Report, Unusual Incident Report, etc., and forward to DL Fixed Assets <DLFixedassets@doc.state.or.us>.

INSTRUCTIONS:

- 1. FORWARD COMPLETED FORM TO DL FIXED ASSETS.
- **2.** FIXED ASSET CONTROL WILL RETURN A "PROPERTY DISPOSITION REQUEST" (PDR) FORM WHICH PROVIDES AUTHORIZATION AND INSTRUCTIONS FOR DISPOSAL OR TRANSFER.
- 3. RETAIN PROPERTY UNTIL PDR FORM HAS BEEN APPROVED AND FORWARDED TO YOU.
- 4. IF QUESTIONS CALL FIXED ASSET CONTROL AT 503-373-7468.

CONTACT PERSON SIGNATURE - TELEPHONE	APPROVED BY - SECTION MANAGER SIGNATURE