

SURPLUS PROPERTY RETIREMENT FORM

Retirement Number

Date _____

(For use when retiring equipment with an acquisition cost of \$1,000 or less and not on the wvOASIS Fixed Assets Module)

[To Be Assigned by the Agency]

Department Name	Org #:
Department Address	
Division Name and Address	
Specific Location of Equipment	
Agency Inventory Coordinator	
Telephone # ()	FAX # ()

Recommended Disposition Method
(CHECK ONLY ONE)

<input type="checkbox"/> Deliver to Surplus (1)	<input type="checkbox"/> Lost Asset (7)
<input type="checkbox"/> Surplus Pickup (2)	<input type="checkbox"/> Stolen Asset (8)
<input type="checkbox"/> Sell On-site (3)	<input type="checkbox"/> Destroyed Asset (9)
<input type="checkbox"/> Trade-in (4)	<input type="checkbox"/> Retire to Office of Technology (14)
<input type="checkbox"/> Sell for Scrap (5)	<input type="checkbox"/> UNAU - Unauthorized Disposal
<input type="checkbox"/> Recycle/Dispose as Waste (6)	<input type="checkbox"/> FAIT

Submit Completed Form to:

Purchasing Division
West Virginia State Agency for
Surplus Property
2700 Charles Avenue
Dunbar, WV 25064

FAX: (304) 766-2631

INFORMATION ON THIS FORM MUST BE TYPED OR CLEARLY PRINTED WHEN SUBMITTED TO THE WEST VIRGINIA STATE AGENCY FOR SURPLUS PROPERTY

Inventory Tag #	No. of Units	Description	Orig. Acq. Cost	Model	Make	Serial Number	Physical Condition, Age, and Estimate Cost of Repairs
			Acq. Date				

Agency Authorized Signature	Title	Date
<i>This retirement document has been completed by the Surplus Property Unit.</i>		
Signature _____	Title _____	Date _____

Recommended Disposition Method

[] Approved
[] Disapproved

If Disapproved, Preferred Disposition Method is No. ____ (see above)

Surplus Property Approval

Date

Please note:

- (1) Agency must call Surplus Property to schedule a delivery.
- (2) Surplus Property will call the agency to schedule a pickup.

