

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"/> Recycle/Dispose as Waste (6) | |

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

This retirement document has been completed by the Surplus Property Unit.

Signature _____ Title _____ Date _____

Recommended Disposition Method

[] **Approved**
[] **Disapproved**

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

Please note:

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

Surplus Property Approval

Date

The items listed on this form are not part of my agency's wvOASIS Fixed Asset Inventory.

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SURPLUS PROPERTY RETIREMENT CONTINUATION SHEET

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[illegible]

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