WV-103
Approved / Revised 12/2018

STATE OF WEST VIRGINIA
Purchasing Division / Surplus Property Unit

SURPLUS PROPERTY RETIREMENT FORM

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

Date

Retirement Number _____
[To Be Assigned by the Agency]

Department Name | Org #: | Object Code:

Department Address

Division Name and Address

Specific Location of Equipment

Agency Inventory Coordinator

Telephone # ( ) | FAX # ( )

Recommended Disposition Method
(CHECK ONLY ONE)

- ❑ Deliver to Surplus **(1)**
- ❑ Surplus Pickup **(2)**
- ❑ Sell On-site **(3)**
- ❑ Trade-in **(4)**
- ❑ Sell for Scrap **(5)**
- ❑ Recycle/Dispose as Waste **(6)**
- ❑ Lost Asset **(7)**
- ❑ Stolen Asset **(8)**
- ❑ Destroyed Asset **(9)**
- ❑ Retire to Office of Technology **(14)**

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 / Acq. Date	Model	Make	Serial Number	Physical Condition, Age, and Estimate Cost of Repairs

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)

_____
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.

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SURPLUS PROPERTY RETIREMENT CONTINUATION SHEET

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

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

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