

Contact Person \_\_\_\_\_

Department No. \_\_\_\_\_

Phone Number \_\_\_\_\_

Department Name \_\_\_\_\_

Email \_\_\_\_\_

Date Listed on Surplus Property website \_\_\_\_\_

<b>Surplus Property is to be disposed of within one (1) year</b>								
Property Number	Sub Obj Code	Inv Src	Date Acquired mm/yy	Inventory Cost	Description	Current Value	Cond Code	Dept. Disposition Code

Explanation or Remarks:

**Department Approvals:**

By signing this form, I certify that proper procedures have been followed to ensure that University data cannot be recovered from any data storage devices in any equipment listed above. This is in accordance with PPM 3436 Media Sanitization and Disposal Policy available at: <https://www.k-state.edu/policies/ppm/3400/3436.html>

- Condition Codes**
1. In working condition
  2. Not working - serviceable
  3. Not working - not serviceable
  4. Obsolete - working
  5. Obsolete - not working
  6. Lost or stolen - FY \_\_\_\_\_
  7. Other \_\_\_\_\_

- Disposition Codes**
1. Trade-In.
  2. Advertised fixed price or (Negotiated/Brokered price for specialized equipment). The KSU Surplus Property Public Listings website is available for use.
  3. Advertised sealed bid or advertised public auction (Contact the Purchasing Office regarding available auctioneering options, 532-6214)
  4. Donate to Non-Profit Organization or Federal Surplus Property authorized recipients
  5. Cannibalize/Recycle/Sell to Junkyard/Trash
  6. Other \_\_\_\_\_

\_\_\_\_\_  
(Property Accountable Employee) (Date)

\_\_\_\_\_  
(Department Authorized Person) (Date)

**Kansas State University Approval:**

\_\_\_\_\_  
(Division of Financial Services) (Date)