



**PROPERTY MANAGEMENT ACCOUNTABILITY
SUBGRANTEE - DISPOSITION REPORT**

SECTION 1: Disposition Type *(Check One)* Sale Trade-In Write Off (Salvage)

Program: _____ County: _____ Date: _____

Accounting Cost: _____ Subgrant/Contract #: _____

SECTION II: Equipment Data

MDHS INV # (1)	Item Description (2)	Condition (3)	Reason for Disposal (4)	Method of Disposal (5)

SECTION III: Certification *(Check One)*

- Upon physical inspection of the equipment item(s) described above, I find the condition to be irreparable and of no salvageable value, therefore I recommend the disposal of this equipment in the most expeditious manner.
- Equipment has become lost, stolen, or has mysteriously disappeared. Lost or Stolen Property Affidavit and Police/ Sheriff's Investigation Report is attached.

Authorized Subgrantee Official Signature

Date

Authorized Executive Subgrantee Official Signature - Required

Date

Funding Division Director Signature

Date

Recorded By:

Date Entered