

## REQUEST FOR DISPOSAL OF GRANT FUNDED PROJECT EQUIPMENT

State Agency

**TO:****FROM:** Department:

Address:

Telephone:

GRANTEE NAME:

PROJECT TITLE:

ACQUISITION DATE:

COST OF INITIAL ACQUISITION:

Permission is hereby requested to dispose of the following equipment which was purchased with the assistance of federal funds under the project listed above.

DESCRIPTION OF EQUIPMENT:

MAKE:

MODEL:

SERIAL:

PURCHASE PRICE:

FEDERAL FUNDS COMMITTED TO ORIGINAL COST:

CURRENT EQUIPMENT CONDITION:

LOCAL INVENTORY #:

VALUE ESTIMATED ON LAST LOCAL DEPRECIATION OF THIS EQUIPMENT

AMOUNT OF ESTIMATE: \_\_\_\_\_

DATE OF ESTIMATE: \_\_\_\_\_

**PROPOSED METHOD OF DISPOSAL (CHECK ONE): \*\*\***

WRITE-OFF: EQUIPMENT NO LONGER HAS ANY USEFUL LIFE.

TRADE-IN: REPLACEMENT EQUIPMENT WILL BE USED FOR SAME PURPOSE AS THE ORIGINAL EQUIPMENT BEING REPLACED.

SALE: USE HAS BEEN DISCONTINUED. SUBJECT TO APPROVAL BY GMU. FEDERAL SHARE OF PROCEEDS MUST BE USED TO OFFSET THE COST OF REPLACEMENT EQUIPMENT OR PROCEEDS MUST BE RETURNED TO THE GMU FOR RETURN TO FED GRANTING AGENCY.

OTHER: GIVE DETAILS \_\_\_\_\_

\*\*\* Additional details and instructions will be provided upon receipt and review.

SUBMITTED BY:

SIGNATURE:

TITLE:

DATE:

**GMU USE ONLY**

DISPOSAL APPROVED BY:

SIGNATURE:

DATE:

AMOUNT RETURNED TO GRANTOR AGENCY: