

# PROPERTY DISPOSITION REPORT

DATA FIELDS WITH A RED BORDER ARE REQUIRED

**TO:** NEVADA STATE PURCHASING DIVISION  
 PROPERTY MANAGEMENT PROGRAM  
 515 E MUSSER ST, STE 300  
 CARSON CITY, NV 89701  
 PH: (775) 684-0192 FAX: (775) 684-0188  
 Email completed forms to: glandry@admin.nv.gov

**FROM:** Agency Name :   
 Address:   
 Phone:  Fax   
 Property address:   
 Contact:  Ph:

**DISPOSITION OF PROPERTY IS EXCESS, BEYOND REPAIR, LOST/STOLEN OR TRANSFERRED/DONATED**

Please complete a separate report for each disposition action requested. Please provide a complete description of property including condition, State I.D. # (if applicable) and budget account from which the property was originally purchased. **Agency must obtain disposition approval from Nevada State Purchasing Property Management before agency may proceed with disposition.**

- EXCESS** to the needs of this department. Point of contact and telephone number must be provided above.
- BEYOND REPAIR:** Recommend property be junked. Provide detailed explanation as to condition. **REMOVAL OF PROPERTY TO BE AT AGENCIES EXPENSE OR CONTACT BUILDINGS AND GROUNDS. Remove State ID# tag and any State emblems before disposal.**
- LOST/MISSING/STOLEN:** The agency head must be notified immediately of lost/missing/stolen items. Please attach a police report or other documentation to describe circumstances. Agency must process a FC document in Advantage noting date of Lost/Missing item(s). Item(s) must remain on agency's inventory for two inventory cycles prior to processing PDR and item(s) being removed.
- DONATION:** Please provide explanation of property condition, name of organization, and proof of organization's tax-exempt status. Agency must obtain a receipt signature from organization receiving property. **AGENCY MUST HAVE PRIOR AUTHORIZATION BEFORE DONATING PROPERTY.** Remove State ID# tag and any State emblems before donating.
- STATE I.D. TAG REQUEST:** Duplicate  New   
 If NEW, please provide the agency account coding and a copy of the invoice for all items needing a new tag.  
 FUND \_\_\_\_\_ AGENCY \_\_\_\_\_ ORG \_\_\_\_\_ ACTIVITY \_\_\_\_\_ OBJECT \_\_\_\_\_ APPR UNIT \_\_\_\_\_  
 LOC CODE \_\_\_\_\_ COST \_\_\_\_\_
- TRANSFER:** From LOC CODE \_\_\_\_\_ To LOC CODE \_\_\_\_\_  
 Signature of Receiving Agency \_\_\_\_\_ Date \_\_\_\_\_
- OTHER:** Please provide detailed explanation.

**REMINDER: REMOVE ALL TAGS PRIOR TO DONATION OR DISPOSAL.**

STATE ID #	DETAILED DESCRIPTION AND CONDITION OF PROPERTY	OFFICE USE ONLY	
		FC or FD Doc	Warehouse #

_____ Signature of Person completing this form	<div style="border: 2px solid red; width: 100%; height: 25px; margin-bottom: 5px;"></div> Print Name and Title	_____ Date
<div style="border: 2px solid red; width: 100%; height: 25px; margin-bottom: 5px;"></div> Signature of Agency Approving Authority	<div style="border: 2px solid red; width: 100%; height: 25px; margin-bottom: 5px;"></div> Print Name and Title	<div style="border: 2px solid red; width: 100%; height: 25px; margin-bottom: 5px;"></div> Date