



## GENERAL ASSET PRE-DISPOSAL DISCLOSURE FORM

Date: \_\_\_\_\_

To: Purchasing Department, Attention: Fixed Asset Property Manager

From: \_\_\_\_\_  
Authorized Signature                                  Print Name                                  Department/Division

Re: Pre-disposal disclosure

Method of Disposal: \_\_\_\_\_ Destroy \_\_\_\_\_ Scrap \_\_\_\_\_ Salvage Starting Bid \$ \_\_\_\_\_

Please describe the item to the best of your knowledge. Please list any and all defects.

Disposal of FAID No: \_\_\_\_\_ Description: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_

Serial/VIN: \_\_\_\_\_ Year: \_\_\_\_\_ Color: \_\_\_\_\_

Description of Use: \_\_\_\_\_

Reason for Disposal: \_\_\_\_\_

Is this item currently in sound working condition? \_\_\_\_\_ Yes \_\_\_\_\_ No

If no, please describe and list all defects.

\_\_\_\_\_  
\_\_\_\_\_

Other: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**PLEASE RETAIN A COPY OF THIS FORM FOR YOUR RECORDS**

**PURCHASING DEPARTMENT USE ONLY**

\_\_\_\_\_  
Date Form Processed

\_\_\_\_\_  
Fixed Asset Property Manager