



# STATE SURPLUS PROPERTY DISPOSAL

OFFICE OF MANAGEMENT AND BUDGET

STATE SURPLUS PROPERTY

SFN 2426 (09-2017)

Phone: 328-9665

Fax: 328-9669

## FOR OFFICE USE ONLY

Price (leave blank)

Item Number (leave blank)

### INSTRUCTIONS:

- Multiple quantities of like items may be listed on one form. Use separate form for different items.
- Make three copies of the Disposal Form:
  - 1) Securely tape a signed copy to the item(s),
  - 2) Keep a copy for your records, and
  - 3) Send or fax one to ND Surplus Property at 701-328-9669.
- Items received by ND Surplus Property without an attached Disposal Form will be untraceable for audit purposes.
- AssetWorks is an online system that replaces the Disposal Form. State agencies use this system; political subdivisions may choose this resource. Contact [surplus@nd.gov](mailto:surplus@nd.gov) for information.

### TO BE COMPLETED BY DISPOSING AGENCY

Agency/Political Subdivision/Institution	Location of Property	Date	Telephone Number
Point of Contact	Point of Contact Email Address	Fax Number	Alternate Telephone Number
Complete Description of Property as Accurately as Known (make, model, hard drive, color, memory, etc.)			
Condition of Property <input type="checkbox"/> GOOD - Usable without repair <input type="checkbox"/> FAIR - Usable, may need repair <input type="checkbox"/> POOR - Will need major repairs <input type="checkbox"/> SCRAP - Material content value only			
If Fair or Poor, List What is Wrong with the Property			
Date Purchased	Original Cost	Agency Inventory Number	Purchased with Funds From <input type="checkbox"/> General Fund <input type="checkbox"/> Special Funds <input type="checkbox"/> Federal Fund <input type="checkbox"/> Unknown
Does the property need to be dismantled and/or carried to the loading area? <input type="checkbox"/> No <input type="checkbox"/> Yes. If so, your agency will be charged \$65 per hour.			Action <input type="checkbox"/> Dismantled <input type="checkbox"/> Carried <input type="checkbox"/> Both
Comments			
Date	Authorized Representative Signature		

Are you transferring this property to another state agency? <input type="checkbox"/> Yes <input type="checkbox"/> No	Agency	Contact Person	Telephone Number
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\* If you checked yes, please do not send property to Surplus Property. The agency purchasing the property is responsible for picking up the property and disassembling if needed. Surplus Property will bill the agency fair market value for the property.

### FOR SURPLUS PROPERTY OFFICE USE ONLY

<input type="checkbox"/> Received by State Surplus Property for disposition	
Date	Signature
Method of Disposition <input type="checkbox"/> Transferred <input type="checkbox"/> Sold <input type="checkbox"/> Disposed <input type="checkbox"/> Other	

I certify property listed above was disposed of according to Section 54-44-04.6 of the North Dakota Century Code by Surplus Property.

Date	State Surplus Property Authorized Representative
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