# STATE SURPLUS PROPERTY DISPOSAL

OFFICE OF MANAGEMENT AND BUDGET
STATE SURPLUS PROPERTY
SFN 2426  (12-2018)

Phone:  328-9665        Fax: 328-9669

**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 for information.

## TO BE COMPLETED BY DISPOSING AGENCY

| Political Subdivision/Institution | | Location of Property | Date |
|---|---|---|---|
| Point of Contact | Telephone Number | Email Address | |

**Complete Description of Property as Accurately as Known (make, model, hard drive, color, memory, etc.)**

**Condition of Property**

☐ GOOD - Usable without repair   ☐ FAIR - Usable, may need repair   ☐ POOR - Will need major repairs   ☐ 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 |
|---|---|---|---|
| | | | ☐ General Fund  ☐ Special Funds  ☐ Federal Fund  ☐ Unknown |

Comments

| Date | Authorized Representative Signature |
|---|---|

| Are you transferring this property to another state agency?    ☐ Yes  ☐ No | Agency | Contact Person | Telephone Number |
|---|---|---|---|

*\* 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

☐ Received by State Surplus Property for disposition

| Date | Signature |
|---|---|

**Method of Disposition**
☐ Transferred    ☐ Sold    ☐ Disposed    ☐ 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 |
|---|---|