

STATE OF OREGON
PROPERTY DISPOSITION REQUEST

Submit White, Blue and Yellow to Department Of General Services, Retain Pink Copy. Approved Copy will be returned.

Type of Request <input type="checkbox"/> Excess or Surplus <input type="checkbox"/> Salvage or Scrap <input type="checkbox"/> Lost or Stolen <input type="checkbox"/> Intra-Agency Transfer <input type="checkbox"/> Trade-In <input type="checkbox"/> Other						Department Agency No.		Unit or Division		P D R Number G 0777	Date
Prop. Tag #	Inventory Number	Quantity and Unit	Description, Location, Present Condition, Make, Serial Number, Statement of Circumstances, etc.	Year Acquired	Acquisition Cost	Estimated or Inventory Value	Resale Price				
We certify that the above is correct and recommend disposition as follows (Show trade-in offered and amount if any, and Purchase Request or Contract Release Order Number)											
Signature of Accountable Person			Date	Phone No.	Signature of Department Head		Date				
1. <input type="checkbox"/> FURNISH TITLE TO DEPT. OF GENERAL SERVICES STATE SURPLUS PROPERTY: SEND "PROPERTY TAG" WITH EQUIPMENT. THE PROPERTY TAG SHOULD INCLUDE THE FINAL MILEAGE. LIST ALL SPECIAL EQUIPMENT SUCH AS: (1) THREE, FOUR, OR FIVE SPEED TRANSMISSION; (2) FOUR, SIX OR EIGHT CYLINDER ENGINE; (3) FOUR OR SIX WHEEL DRIVE; (4) WARN HUBS; (5) SPECIAL TRACTION REAR END (LIMITED SLIP DIFFERENTIAL); (6) TWO SPEED REAR AXLE; (7) POWER STEERING; (8) POWER BRAKES; (9) AUTOMATIC TRANSMISSION, AND (10) OTHER OPTIONAL EQUIPMENT. REMOVE FROM INVENTORY RECORDS WHEN NOTIFIED THAT AUTHORIZED DISPOSAL HAS BEEN COMPLETED. ATTACH VEHICLE CONDITION REPORT(S) TO PDR.											
2. <input type="checkbox"/> Deliver to _____ INSTRUCTIONS: TAG EACH ITEM WITH A "PROPERTY TAG" PREPARE AND SEND WITH PROPERTY, PER DEPARTMENT OF GENERAL SERVICES ADMINISTRATIVE RULES.											
3. <input type="checkbox"/>											
4. <input type="checkbox"/> Make disposition as follows:											
STATE SURPLUS PROPERTY MANAGER					Date	Date Registered					
I certify that the property listed above has been disposed of in compliance with above instructions <input type="checkbox"/> Recorded											
Receipt No.	Purchase Order No.	Date of Receipt or P O		Signature		Date					