

DISPOSITION OF PROPERTY

Agency No: _____ Agency Disposition No: _____

Contact Person: _____

Phone Number: _____

See back of form for instructions or refer to Division of
 Accounts and Reports Informational Circular #97-A-009

Agency Name: _____

Agency Division: _____

Property Number	Sub Obj Code	Inv Src	Date Acquired mm/yy	Inventory Cost	Description	Present Value <small>KSSP use only</small>	Cond Code	Disposition Code	
								AGY	KSSP <small>KSSP use only</small>

Explanation or Remarks:

Accounting Information: Depositing Money Received for Property
 FUND # FY INDEX # PCA #

Condition Codes

1. In working condition
2. Not working - servicable
3. Not working - not serviceable
4. Obsolete - working
5. Obsolete - not working
6. Lost or stolen - FY _____
7. Other _____

Disposition Codes

1. Trade-In
2. Sell used (by Agency)
3. Sell used (by State Surplus Property)
4. Request local disposition authority (must be approved by State Surplus Property)
5. Other _____

Agency Approvals:

 (Property Accountable Employee)

 (Date)

 (Agency Authorized Person)

 (Date)

Kansas Correctional Industries Approval:

 (Director or Designee)

 (Date)