

Pittsburg State University Disposition of Property

Form DA-110 (03/05)

Disposition No. _____

Dept. _____

Property Number	Date Acquired	Inv Src	Inventory Cost	Description	Cond Code	Disp Code Dept	Disp Code Approved	Present Value

- Condition Codes**
- 1. In working Condition
 - 2. Not working - servicable
 - 3. Not working - not servicable
 - 4. Obsolete - working
 - 5. Obsolete - not working
 - 6. Lost or stolen
 - 7. Other _____

- Disposition Codes**
- 1. Trade-in
 - 2. Sell Used (by Agency)
 - 3. Sell Used (by State Surplus Property)
 - 4. Request Local Disposition
 - 5. Other _____

Authorized Signature _____ Date _____ Contact Person _____ Phone _____

Agency Approval _____ Date _____

Enter Dept, Property Number, Description, Cond Code, Disp Code Dept, Contact Person, and have Authorized Signature sign. Send the completed form to the Purchasing Office for Approval.