## Pittsburg State University
### Disposition of Property

<table>
<thead>
<tr>
<th>Property Number</th>
<th>Date Acquired</th>
<th>Inv Src</th>
<th>Inventory Cost</th>
<th>Description</th>
<th>Cond Code</th>
<th>Disp Code Dept</th>
<th>Disp Code Approved</th>
<th>Present Value</th>
</tr>
</thead>
</table>

### 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
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____________________________________________________________________________________________________

Agency Approval _____________________________________ Date_____________
Authorized Signature __________________________________ Date_____________
Contact Person________________________________________ Phone________________________

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.