

Dept. _____

Pittsburg State University Disposition of Property

Disposition No. _____

Property Number	Date Acquired	Inv Src	Inventory Cost	Description	Cond Code	Disp Code Dept	Present Value
Condition Codes				Disposition 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 _____				1. Trade-in 2. Sell Used (University Auction) 3. Sell Used (take sealed bids) 4. Trash / recycle 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.