Property Relocation/Disposal Form

1. Requested By: ___________________________ Signature ___________________________ Date ___________________________

2. Approved By: ___________________________ Signature – present Property Manager ___________________________ Date ___________________________

3. Accepted By: ___________________________ Signature – New Property Manager (if applicable) ___________________________ Date ___________________________ Account No. ___________________________

Move To:   □ Location ___________ Permanent? Y/N (circle one) Temporary? ___________________________ (est. Date of Return) ___________________________

□ Maintenance Storage:

NOTE: Custody will remain with the current Property Manager. All items stored for over one year will be placed on the surplus property list and marked for disposal per current directives.

Write Off: □ Damaged Beyond Repair* □ Lost/Missing* □ Stolen* □ Surplus

* Attach A Copy Of Investigative Report

<table>
<thead>
<tr>
<th>Inventory Number</th>
<th>Description (Attach additional sheet if necessary)</th>
<th>Condition (check one)</th>
<th>Recommendation for Disposition</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>___ Usable</td>
<td>___ Discard (no value)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>___ Unusable</td>
<td>___ Spare Parts</td>
</tr>
<tr>
<td></td>
<td></td>
<td>___ Obsolete</td>
<td>___ Auction</td>
</tr>
</tbody>
</table>

FOR OFFICE USE ONLY

4. Signature: ___________________________ Date: ___________________________

□ Approved   □ Disapproved (Return to Originator)

□ Relocated as requested □ Stored ___________________________ □ Mark for Disposal as: (Location) ___________________________ Date: ___________________________

5. Signature: ___________________________ Date: ___________________________

□ Inventory Records revised to reflect New Status
□ Inventory item placed on write-off list for Board Approval

6. Signature: ___________________________ Date: ___________________________

Means of Disposal

Board Write-Off Date: ___________________________

□ Auction - ___________________________ Date ___________________________ Signature ___________________________

(Auctioneer/Location)

□ Discarded - ___________________________ Date ___________________________ Signature ___________________________

(Location) ___________________________ Date ___________________________ Signature ___________________________

(Witness)

□ Donated To - ___________________________ Date ___________________________ Signature ___________________________

(Organization) ___________________________ Date ___________________________ Signature ___________________________

(Received By)

□ Parted Out - ___________________________ Date ___________________________ Signature ___________________________