



REQUEST DISPOSAL: VEHICLE or EQUIPMENT \$5000 or GREATER

The minimum information listed below is required for approval of vehicle and capital equipment disposal \$5,000 or greater.

Name of Requesting Agency	
Agency Address	Date
Local Agency Contact Person	Telephone Number

Section A: Pre-Disposal

To be completed and submitted to State WAP Manager prior to disposal.

1. Please describe disposal being requested and justification for the disposal.	
2. Please describe how the vehicle or equipment was purchased. Include information of funding sources that were used for purchase. (Federal Award Number & Contract Number)	
3. Describe how the disposal will be done, and confirm that Agency, State and Federal guidelines will be met.	
4. Describe how the proceeds from the disposal will be treated. (Agency may <u>request</u> up to 10% for Administrative cost)	
5. Attach the following:	<p>Advertisement of disposal Proof of "fair market value" SF-428 forms (DOE only)</p>

Name & Signature of Requester: