

**UNIVERSITY OF HAWAI'I**  
**DISPOSAL APPLICATION**  
(See last page for instructions)

CAMPUS: \_\_\_\_\_

DATE: \_\_\_\_\_ / \_\_\_\_\_  
 (MM/DD/YY)

DISPOSAL APPLICATION NO.

D \_\_\_\_\_

PROPERTY CUSTODIAN: \_\_\_\_\_ TELEPHONE NO.: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

To comply with state laws and regulations regarding disposal of government assets, please complete the following:

**1. Full description of property:**

Asset Number	Decal Number	Description	Purchase Price	Acquired Date (mm-dd-yy)	Disposal Code *	Current Estimated Value

Number of items: \_\_\_\_\_ Total: \$ \_\_\_\_\_

For **federally-owned property**, provide the following information:

- a) Grant and/or contract no. \_\_\_\_\_  
 b) Written agency approval for property disposal should be attached, if required (Refer to APM A8.535 Disposal or Transfer)

\* **Disposal Code:** The primary reason for disposing of the property. **(List one code per item in Section 1.)**

Code	Condition
DA	Damaged beyond economic repair
WO	Worn and unserviceable
TR	Trade-in and/or exchange
OB	Obsolete
TO	Transfer out of University (Attach <u>AGS Form 18</u> if transferring to another State Agency)
TH	Theft (Attach <u>Report of Loss or Damage of State Property</u> & Police/Campus Security Report)
LO	Lost/Missing (Attach <u>Report of Loss or Damage of State Property</u> )
FR	Fire (Attach <u>Report of Loss or Damage of State Property</u> )
OT	Other (Specify here: _____)

**2. Trade-In:**

The following offers were received:

Firm	Cost w/o Trade	Offer	Cost w/Trade
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Estimated current market value of property \$ \_\_\_\_\_

**3. Request approval to:**

Dispose by destruction

Transfer out of University

Dispose by sale

Salvage for parts

Relief of accountability

Trade-in

Other \_\_\_\_\_

**Application to Dispose**

Application is hereby made for the disposal of government property under my custody and control. Pursuant to Chapter 130, subtitle II, title 3, Hawai'i Administrative Rules, I do solemnly swear and affirm the accuracy of this application.

\_\_\_\_\_  
Signature of Property Custodian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Fiscal Officer

\_\_\_\_\_  
F.O. Code

\_\_\_\_\_  
Date

Approval to dispose:

\_\_\_\_\_  
Inventory Management

\_\_\_\_\_  
Date

**Disposal Certification**

I certify that the property involved has been disposed of in the approved manner and that said property has not been directed or converted to improper use.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print/Type Name

\_\_\_\_\_  
Date

(When disposal certification is completed, return the original to Inventory Management)