

Purchasing Division — Surplus Property Unit

**SURPLUS PROPERTY RETIREMENT FORM**

Date \_\_\_\_\_  
*(For use when retiring equipment with an acquisition cost of \$1,000 or less and not on the WVFIMS Fixed Assets System)*

Department Name	Org #:
	Object Code:
Department Address	
Division Name and Address	
Specific Location of Equipment	
Agency Inventory Coordinator	
Telephone # ( )	FAX # ( )

**Retirement Number** \_\_\_\_\_  
*[To Be Assigned by the Agency]*

**Submit Completed Form to:**

Purchasing Division  
Administrative Services Section  
Surplus Property Unit  
2700 Charles Avenue  
Dunbar, WV 25064

**Recommended Disposition Method**  
(CHECK ONLY ONE)

Agency Will Deliver to Property (1)  
 Request Pickup by Surplus Property (2)  
 Request Sale on Site (3)  
 Sell for Scrap Value (4)  
 Send to Landfill (5)

**[Use one disposition method per form]**

INFORMATION ON THIS FORM MUST BE TYPED OR CLEARLY PRINTED WHEN SUBMITTED TO THE SURPLUS PROPERTY UNIT, PURCHASING DIVISION

Inventory Tag #	No. of Units	Description	Original Acquisition Cost	Acquisition Date	PO Number	PO Date	Physical Condition, Age, and Estimate Cost of Repairs
				Model	Make	Serial Number	

*The items listed on this form are not part of my agency's WVFIMS Fixed Asset Inventory*

<b>Agency Authorized Signature</b> _____	<b>Title</b> _____
<i>I do hereby certify that I have this day witnessed disposal of equipment listed above in the manner approved</i>	
<b>Agency Signature</b> _____	<b>Title</b> _____ <b>Date</b> _____
<i>This retirement document has been completed by the Surplus Property Unit.</i>	
<b>Signature</b> _____	<b>Title</b> _____ <b>Date</b> _____

**Distribution:**  
 ① Agency send original and one (1) copy to the Surplus Property Unit.  
 ② Agency retain copy for their files.

**Recommended Disposition Method**

[ ] **Approved**  
 [ ] **Disapproved**

If Disapproved, Preferred Disposition Method is No. \_\_\_\_ (see above)

\_\_\_\_\_  
*Manager of Surplus Property Unit*

\_\_\_\_\_  
*Date*

### SURPLUS PROPERTY RETIREMENT CONTINUATION SHEET

*INFORMATION ON THIS FORM MUST BE TYPED OR CLEARLY PRINTED WHEN SUBMITTED TO THE SURPLUS PROPERTY UNIT, PURCHASING DIVISION*

Inventory Tag #	No. of Units	Description	Original Acquisition Cost	Acquisition Date	PO Number	PO Date	Physical Condition, Age, and Estimate Cost of Repairs
				Model	Make	Serial Number	

*The items listed on this form are not part of my agency's WVFIMS Fixed Asset Inventory*