

WACCAMAW E.O.C., INC.

PROPERTY DISPOSITION AUTHORIZATION

Please complete and submit this form to the Fiscal Department for approval, to report stolen or vandalized items, or to transfer, loan or disposal of property and equipment, contained on the agency's official inventory list. A copy will be returned to you, indicating approval.

Date: _____ Department: _____

Description of Property: _____

Make: _____ Model: _____ Serial Number: _____

Property ID Number: _____ Other (specify) Property ID Number: _____

CHECK REASON(S) FOR DISPOSAL OF PROPERTY/EQUIPMENT:

- No longer used, Cannot be used, Traded in, Stolen (attach police report)

CHECK REASON(S) FOR MOVEMENT OF PROPERTY/EQUIPMENT:

- Temporary Loan, Transferred, Stored, Vandalized (attach police report)

Date of Action: _____

New Location: _____ Department: _____

Signature Project Director: _____

APPROVAL AND DISPOSITION

Fiscal Office: _____ Date: _____

Special Instructions: _____

Disposition: _____