

LDH REQUEST FOR DISPOSAL

(Items for disposal are NO longer usable, inoperable, and/or unrepairable. These items will be removed from inventory.)

Property Location Liaison/Coordinator/Manager Name and Personnel #: _____

Building Slab/Functional Location Name/ID #: _____

Plant Maintenance #: _____

- ☐ OVER \$1000
☐ OVER \$5000
☐ UNDER \$1000

CHECK 1 of the 6 choices:

- ☐ 1 Trade In (no vehicles) Document from Vendor will be needed to establish discounted amount
☐ 2 Deceased (livestock only)
☐ 3 Stolen – **IF FORCED ENTRY ATTACH POLICE REPORT**
☐ 4 Inventory Adjustment - **JUSTIFICATION REQUIRED**
☐ 5 Scrap **“Attach Photo(s)” Explain Why Item Is To Be Scrapped:** _____

(Any disposition of state property must be handled through LPAA. Agency/Facility must remove all identifying tags, and either place in dumpsters, pay outside vendor to pick up, or take to recycling.
 LPAA Does Not Pick Up Scrap)

- ☐ 6 Dismantle For Parts **“Attach Photo(s)” ALL AGENCY/FACILITY IDENTIFYING TAGS MUST BE REMOVED!**

JUSTIFY DISMANTLING: _____

Will another item be refurbished with the dismantled item parts: Y or N _____

(if yes, give detail of refurbished item and serial #/tag #) _____

Notification # Legacy #	Description of Item (desk, chair, computer, monitor. etc)	Number of Items	Serial #

PREPARER'S Signature (Property Liaison/Coordinator/Manager) Validates Request

Date

Signature of Section Chief/Director Approval

Date

LPAA MUST APPROVE ALL DISPOSALS. ONCE APPROVED, AGENCY/FACILITY PROPERTY MANAGER WILL NOTIFY LIAISON/COORDINATOR TO DISPOSE

OFFICE USE ONLY:

DATE PM RECEIVED REQUEST: _____

DATE APPROVED BY LPAA: _____

Signature of Agency/Facility Property Coordinator Validates Request Processed

Date

Signature of Agency/Facility Property Manager Validated Approved to Dispose

Date

Signature of PC/PMSupervisor Validated Approved to Dispose

Date

OUTSIDE VENDOR SIGNATURE VERIFICATION OF PROPERTY DESTROYED -

DATE

DISCLAIMER: Supervisors signature will be required, if agencies/facilities do not have adequate staff to
 cover each level.

****PROPERTY MANAGER/LOCATION SHALL KEEP PROCESSED PAPERWORK ON FILE FOR AUDITING PURPOSES FOR 5 YEARS****