

## University of Hawaii Disposal Application

To: Inventory Management

Date: \_\_\_\_\_

From: \_\_\_\_\_  
Name of Principal Investigator, Property Custodian, Department Head or Administrator

Telephone No.: \_\_\_\_\_

Dept: \_\_\_\_\_

**Instructions:**

- 1) Please submit in triplicate.
- 2) Complete all categories and sections that apply.
- 3) Sign and date section labeled "Application to Dispose" immediately following section 4.

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

1. Full description of property:

Description	Decal Number	Purchase Price	Date Purchased	Current Estimated Value
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Account Code: \_\_\_\_\_

For federally-owned property, the following items shall be provided:

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

2. Present condition and reason for disposing of the property.

- |   |   |
|---|---|
| <input type="checkbox"/> Worn and unserviceable         | <input type="checkbox"/> Stolen (Attach Report of Loss or Damage of State Property and Police or Security Report) |
| <input type="checkbox"/> Obsolete                       | <input type="checkbox"/> Transfer out of University   |
| <input type="checkbox"/> Damaged beyond economic repair | <input type="checkbox"/> Lost (Attach Report of Loss or Damage of State Property)                                 |
| <input type="checkbox"/> Exchange and/or trade-in       | <input type="checkbox"/> Other (Specify) _____  |

3. Trade-In:

The following offers were received:

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

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4. Request approval to:

- Trade-in Purchase Order \_\_\_\_\_       Dispose by destruction       Salvage for parts
- Contract Number \_\_\_\_\_       Dispose by Sale
- 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, Hawaii Administrative Rules, I do solemnly swear and affirm the accuracy of this application.

\_\_\_\_\_  
Signature of Principal Investigator, Property Custodian, Department Head or Administrator

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

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Approved/Disapproved:

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

\_\_\_\_\_  
Date

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### 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.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

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

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