

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]

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)

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[Use one disposition method per form]

Submit Completed Form to:

Purchasing Division
West Virginia State Agency for
Surplus Property
2700 Charles Avenue
Dunbar, WV 25064

FAX: (304) 766-2657

INFORMATION ON THIS FORM MUST BE TYPED OR CLEARLY PRINTED WHEN SUBMITTED TO THE WEST VIRGINIA STATE AGENCY FOR SURPLUS PROPERTY

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

I certify by my signature below that the items listed on this form are not part of my agency's WVFIMS Fixed Asset Inventory and that the computers and laptops listed on this document meet the Office of Technology's criteria for secure data removal and are ready for disposal.

Agency Authorized Signature _____ Title _____ Date _____

This retirement document has been completed by the Surplus Property Unit.

Signature _____ Title _____ Date _____

Recommended Disposition Method

- [] Approved
[] Disapproved

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

Manager of Surplus Property Unit

Date

