

**REQUEST FOR TRANSFER OR DISPOSITION OF
EXCESS/UNSERVICEABLE, NON EXPENDABLE PERSONAL
PROPERTY**

Subcontractor Name:				
Current location of property:				
Description of Property	WDD Workforce Dev. Tag #	Serial #	Acquisition Date	Condition of Equipment

TRANSFER OR DISPOSITION INFORMATION
Type of Request: () Transfer of Equipment () Disposition () Other (indicate)
Explain the circumstance associated with the request for Transfer or Disposition of Property. Please indicate new location and reason for transfer or explanation for disposition.
Is the property covered by insurance? () Yes () No (If yes, indicate insurance carrier and policy number.)
Signature of Agreement Holder Property Officer: _____ Date: _____

Attach Inventory Log

STAFF USE ONLY: PROPERTY OFFICER COMMENTS