DEPARTMENT OF CORRECTIONS  
FIXED ASSET DISPOSITION

REQUEST DISPOSITION OF BELOW PROPERTY AS FOLLOWS:

☐ Trade-In  
Purchase request or Order #  
Trade-in Value $  

☐ Interagency Transfer  
Receiving Agency name:  

☐ Donation  (QUALIFIED FACILITY PER DAS SURPLUS LIST)  
Name:  

☐ Reuse/Sale by DOC Property Control  

☐ Place in Refuse stream (accordance to state and local laws)

NAME OF PERSON: ___________________________________________ DATE: __________________________

INSTITUTION: _______________________________________________ DEPARTMENT: ______________________

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<thead>
<tr>
<th>Inventory Tag No.</th>
<th>Description</th>
<th>Serial Number</th>
<th>Condition: Broken</th>
<th>Fixable</th>
<th>Working</th>
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NOTE: Do not use this form to request removal of "LOST OR STOLEN" property. Address lost/stolen property on a memorandum which provides description of property, circumstances of lost, and manager's signature. Attach any related paperwork such as a Police Report, Unusual Incident Report, etc., and forward to DL Fixed Assets <DLFixedassets@doc.state.or.us>.

INSTRUCTIONS:
1. FORWARD COMPLETED FORM TO DL FIXED ASSETS.
2. FIXED ASSET CONTROL WILL RETURN A "PROPERTY DISPOSITION REQUEST" (PDR) FORM WHICH PROVIDES AUTHORIZATION AND INSTRUCTIONS FOR DISPOSAL OR TRANSFER.
3. RETAIN PROPERTY UNTIL PDR FORM HAS BEEN APPROVED AND FORWARDED TO YOU.
4. IF QUESTIONS CALL FIXED ASSET CONTROL AT 503-373-7468.

CONTACT PERSON SIGNATURE - TELEPHONE  APPROVED BY - SECTION MANAGER SIGNATURE

Form CD 1468