

Asset Disposal Form

A subgrantee shall dispose of the equipment when original or replacement equipment acquired under the grant award is no longer needed for the original project or program. Disposition of the equipment will be made as follows:

- Items with a fair market value of less than \$5000 may be retained, transferred, or otherwise disposed with CJCC's approval.

| | | | | | |
|--|----|-------------------------------|--|----------------------------|--|
| 1. Identifying Information | | | | | |
| Description of Item | | | | | |
| Year | | Make/Manufacturer | | Model | |
| Serial Number | | | | | |
| Description of Item | | | | | |
| 2. Item Location | | | | | |
| Building | | Dept/Area | | Room # | |
| 3. Purchase Information | | | | | |
| Was this asset purchased with grant funds? | | <input type="radio"/> Yes | | What year? | |
| 4. Disposition Method | | | | | |
| <input type="radio"/> Scrapped | | <input type="radio"/> Donated | | <input type="radio"/> Sold | |
| Reason for scrapping | | | | | |
| 5. Item Value | | | | | |
| Value | \$ | | | | |
| 6. Approval | | | | | |
| | | | | | |
| CJCC Approval | | | | Date | |

For Grants Office Use

| | | |
|--|----|--|
| Asset Review | | |
| Current Market Value over \$5,000 | \$ | |
| Percent of Asset federally funded | x | |
| Return of Asset to Federal Agency | | |
| Date received | | |