

STATE OF OREGON  
**PROPERTY DISPOSITION REQUEST**

Submit White, Blue and Yellow to Department Of General Services, Retain Pink Copy. Approved Copy will be returned.

| Department <span style="float: right;">P D R Number<br/><b>No.</b></span>   |                  |                    |   |                        |                              |                              |              |  |
|---|------------------|--------------------|---|------------------------|------------------------------|------------------------------|--------------|--|
| Type of Request<br><input type="checkbox"/> Excess or Surplus<br><input type="checkbox"/> Salvage or Scrap<br><input type="checkbox"/> Lost or Stolen<br><input type="checkbox"/> Intra-Agency Transfer<br><input type="checkbox"/> Trade-in<br><input type="checkbox"/> Other  | Agency No.       |                    | Unit or Division  |                        |                              | Date                         |              |  |
| Prop. Tag #   | Inventory Number | Quantity and Unit  | Description, Location, Present Condition, Make, Serial Number, Statement of Circumstances, etc. | Year Acquired          | Acquisition Cost             | Estimated or Inventory Value | Resale Price |  |
|   |                  |                    |   |                        |                              |                              |              |  |
| We certify that the above is correct and recommend disposition as follows (Show trade-in offered and amount if any, and Purchase Request or Contract Release Order Number)  |                  |                    |   |                        |                              |                              |              |  |
| Signature of Accountable Person   |                  |                    | Date  | Phone No.              | Signature of Department Head |                              | Date         |  |
| 1. <input type="checkbox"/> FURNISH TITLE TO DEPT. OF GENERAL SERVICES STATE SURPLUS PROPERTY: SEND "PROPERTY TAG" WITH EQUIPMENT. THE PROPERTY TAG SHOULD INCLUDE THE FINAL MILEAGE. LIST ALL SPECIAL EQUIPMENT SUCH AS: (1) THREE, FOUR, OR FIVE SPEED TRANSMISSION; (2) FOUR, SIX OR EIGHT CYLINDER ENGINE; (3) FOUR OR SIX WHEEL DRIVE; (4) WARN HUBS; (5) SPECIAL TRACTION REAR END (LIMITED SLIP DIFFERENTIAL); (6) TWO SPEED REAR AXLE; (7) POWER STEERING; (8) POWER BRAKES; (9) AUTOMATIC TRANSMISSION, AND (10) OTHER OPTIONAL EQUIPMENT. REMOVE FROM INVENTORY RECORDS WHEN NOTIFIED THAT AUTHORIZED DISPOSAL HAS BEEN COMPLETED. ATTACH VEHICLE CONDITION REPORT(S) TO PDR. |                  |                    |   |                        |                              |                              |              |  |
| 2. <input type="checkbox"/> Deliver to _____<br>INSTRUCTIONS: TAG EACH ITEM WITH A "PROPERTY TAG" PREPARE AND SEND WITH PROPERTY, PER DEPARTMENT OF GENERAL SERVICES ADMINISTRATIVE RULES.  |                  |                    |   |                        |                              |                              |              |  |
| 3. <input type="checkbox"/>   |                  |                    |   |                        |                              |                              |              |  |
| 4. <input type="checkbox"/> Make disposition as follows:  |                  |                    |   |                        |                              |                              |              |  |
| STATE SURPLUS PROPERTY MANAGER  |                  |                    |   |                        | Date                         | Date Registered              |              |  |
| I certify that the property listed above has been disposed of in compliance with above instructions <input type="checkbox"/> Recorded   |                  |                    |   |                        |                              |                              |              |  |
| Receipt No.   |                  | Purchase Order No. |   | Date of Receipt or P O |                              | Signature                    | Date         |  |