University of Hawaii
Disposal Application

To: Inventory Management

From: Name of Principal Investigator, Property Custodian, Department Head or Administrator
Telephone No.: ____________

Dept: ____________________________

Instructions:
1) Please submit in triplicate.
2) Complete all categories and sections that apply.
3) Sign and date section labeled "Application to Dispose" immediately following section 4.

To comply with state laws and regulations regarding disposal of government assets, please complete following:

1. Full description of property:

<table>
<thead>
<tr>
<th>Description</th>
<th>Decal Number</th>
<th>Purchase Price</th>
<th>Date Purchased</th>
<th>Current Estimated Value</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Account Code: __________________

For federally-owned property, the following items shall be provided:

a) Grant and/or contract no. __________________

b) Written agency approval for property disposal should be attached, if require (Refer to APM A8.535 Disposal or Transfer)

2. Present condition and reason for disposing of the property.

☐ Worn and unserviceable ☐ Stolen (Attach Report of Loss or Damage of State Property and Police or Security Report)

☐ Obsolete ☐ Transfer out of University

☐ Damaged beyond economic repair ☐ Lost (Attach Report of Loss or Damage of State Property)

☐ Exchange and/or trade-in ☐ Other (Specify) ________________
3. Trade-In:

The following offers were received:

<table>
<thead>
<tr>
<th>Firm</th>
<th>Cost w/o Trade</th>
<th>Offer</th>
<th>Cost w/Trade</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Estimated current market value of property $________________

4. Request approval to:

☐ Trade-in    ☐ Dispose by destruction    ☐ Salvage for parts

Purchase Order __________

Contract Number __________    ☐ Dispose by Sale

☐ Other ____________________

Application to Dispose

Application is hereby made for the disposal of government property under my custody and control. Pursuant to Chapter 130, subtitle II, title 3, Hawaii Administrative Rules, I do solemnly swear and affirm the accuracy of this application.

Signature of Principal Investigator, Property Custodian, Department Head or Administrator __________ Date

_____________ F.O. Code __________ Date

Signature of Fiscal Officer

Approved/Disapproved:

Inventory Management Office __________ Date

Disposal Certification

I certify that the property involved has been disposed of in the approved manner and that said property has not been directed or converted to improper use.
<table>
<thead>
<tr>
<th>Date</th>
<th>Signature</th>
<th>Print/Type Name</th>
</tr>
</thead>
</table>

(When disposal certification is completed, return original to Inventory Management)