

# Disposition of Obsolete Equipment

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## EXHIBIT D - DISPOSITION OF OBSOLETE EQUIPMENT

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Disposition Of Obsolete Equipment

### General Instructions:

- All requested information must be completed by the site supervisor or Inventory Specialty Officer (ISO).
- A **SEPARATE** form must be completed for items classified in **EACH** category (A or B).
- All site inventory records must be adjusted to reflect the disposition as follows:

#### Category A

- Remove item from active inventory.
- All original information regarding this item should be retained.
- Enter the date the item was purchased by a Salvage Vendor or **DISCARDED**.

#### Category B

- Remove item from active inventory.
- All original information regarding this item should be retained.
- Enter the date the item was **TRANSFERRED** to another DOE site or outside entity.
- Enter the name of the new DOE site or outside entity that the item was **TRANSFERRED** to.
- Enter the date the item was **DISCARDED** if there was NO response to the advertisement within the two (2) week period.

### Section I Location Information: (Required)

Fields not populated should be completed if known.

School/Site (Name/Number):

Region:

Telephone:

Fax:

E-Mail:

Contact Person:

Name:

Title:

Telephone:

E-Mail:

### Section II Item Information: (Required)

Check only ONE Category.

	Item Classification	Description	Disposition
<input type="checkbox"/>	<b>A</b> Please complete Section II-A for <b>EACH</b> item, which will be <b>DISCARDED</b>	Unreparable <b>or</b> Not Cost Effective to Repair	You must first attempt to sell the item(s) in this category to an authorized Salvage Vendor. If there is no sale, you may <b>DISCARD</b> the item(s) per SOP.
<input type="checkbox"/>	<b>B</b> Please complete Section II-A for <b>EACH</b> item, which will be <b>ADVERTISED</b> .	Technologically/Educationally Inappropriate for the Site <b>or</b> A Safety Hazard to the Site	Items listed here must be <b>ADVERTISED*</b> for 2 weeks on the DFO website. Please be specific in your description since an advertisement will be <b>AUTOMATICALLY GENERATED</b> from the information presented.

\* If within two (2) weeks from the date of advertisement the item **HAS BEEN** requested by another school within your region/district or another DOE site outside your region/district or government entity or salvage vendor or not for profit organization, you are authorized to **TRANSFER** the item to the new location per SOP - *Inventory*. Schools should be given first priority for the item in the event more than one request is received. If the item is **NOT** requested by any of the above organizations, you are authorized to **DISCARD** the item according to SOP - *Inventory*.

### Section II-A Item Details (\*REQUIRED)

Complete serial and model number fields if known.

\*Item Name  \*Acquisition Date  \*Item Cost when Acquired  Serial Number  Model Number

\*Item Description:

**Add Another Item**

### Section III Certifying Signatures: (Required)

I hereby certify that I have disposed of the item(s) described in Section II-A above for the reason(s) indicated in Section II, and have followed all requirements outlined in the current SOP chapter on "*Inventory*."

Signed: Site Supervisor:

Date Signed:

**Submit**