CADDO NATION
PROPERTY DISPOSAL FORM

Contact Person:	
Title:	Department
Telephone #:	Location:

PROPERTY INFORMATION BEING DISPOSED

Asset Tag #:	Manufacturer:
Serial #:	Model #:
Year of Purchase:	Original Value
Reason for wanting to dispose: If applicable, attach supporting documents approving the disposal by the funding source.	

[ ]APPROVED [ ]DENIED

_____ _____

Program Director Signature Date Tribal Administrator Signature Date

TO BE COMPLETED BY THE PROCUREMENT/PROPERTY DEPARTMENT

DISPOSAL DETAILS

TYPE OF DISPOSAL

[ ] SALE Date of Disposal: _____ Purchaser: _____
Sale Value: $_____

[ ] Trade Date of Disposal: _____ Traded For: _____
Trade Value $_____

[ ] Write Off Date of Disposal: _____ Value: $_____
Reason for Write Off: [ ] Obsolete [ ]Stolen [ ] Unrepairable [ ] Converted to Parts

[ ] Internal Transfer Date Transferred:_____ Transferred To:_____
Signature of Receiving Department:_____Date:_____

[ ] Donated Date of Disposal:_____ Donated to_____

_____ _____

Procurement/Property Department Designee Date

THE ABOVE LISTED PROPERTY OF THE CADDO NATION OF OKLAHOMA HAS BEEN DISPOSED OF IN ACCORDANCE WITH THE CADDO NATION OF OKLAHOMA'S PROPERTY POLICIES AND PROCEDURES AND UNDER RESOLUTION #: 02-2022-01 ON FILE IN THE PROCUREMENT/PROPERTY OFFICE.