



Food Assistance — FA Core Programs

Equipment and Equipment Repair Disposition Request / Approval Form

This form is for the prior approval of the disposition of equipment and equipment repair(s) with an original purchase amount of \$10,000 or more per unit, which was funded entirely or in part with WSDA FA Core Program funding. Before completing this form, review the FA Core Programs Equipment Disposition Guidelines (AGR8-2608-018) to learn more about equipment disposition requirements, including definitions. Requests will not be approved without all required documentation.

Contact Information	
Lead Agency Name	Date of Submittal
Sub Agency Name:	Contact Person's Name
Contact Person's Email:	Contact Phone

Original Purchase Information:

Date of Acquisition	Item Description	Identification	Cost of Total Acquisition	Federal Award Identification	Fair Market Value	Amount Paid by *FA Core Programs
Month/Year	Type of Equipment (brand; size; for vehicles: make, model, year)	Serial and/or VIN #	Round to the nearest dollar	FAIN (as applicable)	Round to the nearest dollar	

*Amount charged to FA Core Programs: CSFP, EFAP, EFAP-T, TEFAP, TEFAP FTFB, and associated funding. Does not include amount charged to Resiliency Grants, if any.

Type of Disposition Requested:

☐ Sell ☐ Scrap/Salvage ☐ Transfer ☐ Trade-In ☐ Lost/Stolen

Justification / Reason for Disposition (attach additional sheets if necessary):

Please respond below
Comments:

Lead Agency Certification:

In submitting this request, the Lead Agency certifies on its behalf and /or is certifying on behalf of its Sub Agencies that disposal records will be on file and available for review through the records retention period. If Federal funding is used, the Lead Agency further certifies the disposition will be in accordance with [2 CFR § 200 Subpart D](#), and all applicable procedures and guidelines. If the request is on behalf of a Sub Agency, then the Lead Agency is responsible for requesting approval prior to disposition and for submitting the FA Core Programs Annual Inventory Report Form (AGR-2201), used for tracking. A physical inventory must be taken and reconciled with equipment records at least once every two years.

Lead Agency Name: _____

Name: _____ Title: _____

WSDA FA Review Decision (for WSDA FA use only):

☐ Approved ☐ Not Approved Date: _____ Reviewer: _____

Comments: _____

Required Documentation:

- ☐ No documentation was needed to support the requested disposition.
☐ Documentation supporting the terms of disposition requested are attached to this request.

Period of Use (POU) Requirements:

- ☐ Met. Additional conditions and/or repayment may apply based on post-disposal verification.
☐ Not Met. Additional conditions and/or repayment may apply based on post-disposition verification.
☐ N/A. Does not apply. Purchase was made prior to POU requirements. FA Core Programs Representative will need to work individually with the organization.
☐ Exception Granted
Explanation of exception: _____

Period of Use (POU): _____

Post-Disposal Verification (for Lead Agency use only):

After disposal, the Lead Agency must resubmit this form confirming the disposition process was followed:

Sold	☐ Final Sale Amount: \$ _____ ☐ Attach copy of proof of payment (bill of sale, check, etc.)	☐ Reimbursement was sent to FA Core Programs - OR - Final sale amount was retained by the organization for: ☐ Replacement of equipment - OR - ☐ Back into operational budget
Scrap/Salvage	☐ Item disposed of	
Transfer	☐ Name of organization the equipment was transferred to: _____ ☐ Item is now in possession of the organization named above	
Trade-In	☐ Final value of Trade-In: \$ _____ ☐ Attach copy of invoice or bill of sale showing the trade-in value credited towards new item ☐ Item is in possession of vendor accepting trade and new equipment is received	
Lost/Stolen	☐ There is no way to pursue reclaiming the item's value - OR - ☐ Insurance claim was filed	If money was received for replacement of item, was it then: ☐ Put towards cost of Replacement Equipment - OR ☐ - Returned to FA Core Programs