



Food Assistance – Equipment Disposal Request/Approval Form

Use this form for equipment disposition with an original purchase price of **\$5,000** or more per unit, regardless of the percentage Food Assistance (FA) paid.

Requestor:			
Address:			
City, State, Zip			
Contact Person:		Telephone:	

Original Purchase Information:

Item Description <i>Type of equipment; brand; size; for vehicles: make, model, year</i>	Identification: <i>Serial and/or VIN #</i>	Initial Cost: <i>Round to the nearest \$</i>	Fair Market Value: <i>Round to the nearest \$</i>	% Paid by FA			
				<i>CSFP</i>	<i>EFAP</i>	<i>TEFAP</i>	<i>TMP</i>

Type of Disposition Requested:

Sell Scrap/Salvage Transfer Trade-In Lost/Stolen

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

Contractor Certification:

Contractor certifies that equipment records will be on file and available for review. Contractor further certifies that this disposition will be in accordance with all applicable procedures and guidelines. If the request is on behalf of a subcontractor, then the contractor is responsible for requesting approval and inventory tracking.

Contractor:		Contract #:	
Name:		Title:	

WSDA FA Review Decision:

Approved	Comments:
Not Approved	
Date:	
FA Staff Signature:	