

STATE OF CALIFORNIA
PROPERTY SURVEY REPORT

STD. 152 (REV. 6/2009)

Record as of disposition data (lost, stolen or destroyed property — record as of the date such determination was made).

Authority is requested to dispose of the following State Property. Identify chosen disposition code number here _____

RETURN TO:

REPORTING DEPARTMENT/AGENCY		AGENCY DOCUMENT	DGS DOCUMENT NUMBER
ADDRESS		LOCATION OF PROPERTY	BILLING CODE
CITY		ZIP CODE	DATE
E-MAIL ADDRESS	CONTACT PERSON	TELEPHONE NUMBER	PAGE

ITEM DETAILED DESCRIPTION MODEL YEAR / MANUFACTURER / MAKE SERIAL NUMBER:	QUANTITY	QUANTITY DELIVERED	STATE IDENTIFICATION (TAG) NUMBER (1)	YEAR PURCHASED	ORIGINAL COST (IF KNOWN)	PRESENT CONDITION CODE**	TRADE-IN PRICE OFFERED (2)	PRICE RECEIVED (3)	RECEIPT NUMBER
1.									
2.									
3.									
4.									
5.									

(1) PROPERTY TAG NUMBER OR E NUMBER FOR VEHICLE

(2) DO NOT OBTAIN BIDS ON TRADE-INS. ESTIMATE PRICE OFFERED

(3) AMOUNT ALLOWED IF TRADED IN OR SOLD

**** PRESENT CONDITION CODES: E = EXCELLENT OR NEW, N = NON WORKING, G = GOOD, F = FAIR, P = POOR, J = JUNK OR BROKEN, O = OTHER (EXPLAIN)**

***DISPOSITION CODES (IF LOST, STOLEN OR DESTROYED, DGS REVIEW IS NOT REQUIRED)**

- TRADE-IN (SHOW TRADE-IN PRICE OFFERED)
- SALE (SEE SAM SECTION 3520)
- VALUELESS UNABLE TO BE RECYCLED (TO BE LEGALLY/SAFELY DISPOSED OF)
- LOST, STOLEN OR DESTROYED (REFER TO SAM SECTION 8643 FOR INSTRUCTIONS)
- TO BE CANABALIZED (SALVAGED FOR PARTS)
- SHIPPED TO SCRAP / SALVAGE DEALER (TO BE RECYCLED) NOTE: FOR E-WASTE USE # 10
- DONATION TO AN ELIGIBLE PUBLIC SCHOOL, PUBLIC SCHOOL DISTRICT OR ELIGIBLE ORGANIZATION (SEE SAM SECTION 3520.5)
- SHIP TO PROPERTY REUSE PROGRAM (NO POOR OR JUNK MATERIAL)
- DONATION OF COMPUTERS FOR SCHOOLS PROGRAM
- UNIVERSAL WASTE — SALVAGE DEALER, RECYCLER (E-WASTE)

DO NOT DISPOSE OF ANY ELECTRONIC EQUIPMENT IN A LANDFILL

EXPLANATION – REASONS FOR PROPOSED DISPOSITION OF EACH ITEM

Donations made to a non-profit organization must be from the Surplus Property County Listings. For appointments to deliver property to the Property Reuse Program call: (916) 928-5813 (Sacramento).

APPROVED BY PROPERTY DISPOSITION BOARD	CERTIFICATION OF DISPOSITION	REVIEWED BY DEPT. OF GENERAL SERVICES
<p><i>(A minimum of two approving names required)</i></p> <p>The above statements regarding state property are true and correct; culpable negligence (check appropriate box)</p> <p><input type="checkbox"/> was <input type="checkbox"/> was not involved in loss, theft, or damage; the disposition proposed is best for the public interest.</p> <p>NAME (SIGNATURE MUST BE ON FILE WITH AGENCY)</p> <p>1.</p>	<p>The above described property was disposed of as follows:</p> <p>DISPOSAL DATE (MM/DD/YYYY)</p> <p>NAME (Officer Supervising Disposal of the Property)</p> <p>TITLE</p>	<p>FOR DGS REVIEW, TRANSMIT TO: Department of General Services State Agency for Surplus Property 1700 National Drive Sacramento, CA 95834 (916) 928-5800</p> <p>FOR ALL VEHICLES AND/OR MOBILE EQUIPMENT, SEND TO: Department of General Services Office of Fleet and Asset Management 1700 National Drive Sacramento, CA 95834</p>
<p>2.</p>		<p>APPROVAL</p>
<p>3.</p>		<p>DATE</p>