

**State of Oregon  
PROPERTY DISPOSITION REQUEST**

<b>We certify that the below is correct and recommend disposition as follows:</b> <input type="checkbox"/> Inter-Agency Transfer <input type="checkbox"/> Salvage/Scrap <input type="checkbox"/> Trade-In <input type="checkbox"/> Excess/Surplus <input type="checkbox"/> Lost/Stolen <input type="checkbox"/> Other	<b>Department:</b> Oregon Department of Corrections <hr/> <b>Agency</b> 29100	<b>Unit/Division</b> Financial Operations <hr/> <b>Date:</b>
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DAS Property Tag #	DOC Inventory #	Unit of Measure	Description, Location, Present Condition, Quantity	Year Acq'd	Cost	Resale Price
See Attached....						

The above described property is requested for disposal via Department of Administrative Services Surplus Property Program. It is requested DAS staff establish resale price to meet market demand.

**On site contact person:** Mike Westrick, DL Fixed Assets, (503) 373-7468

_____	_____	_____	_____	_____
Asset Holder's Signature	Date	Contact #	Cost Center Manager Signature	Date

I certify completion of the instructions as shown above:

_____	_____
Witness Signature	Date

**Special Instructions:**

CD1810 (3/1/18)