STATE OF CALIFORNIA

# PROPERTY SURVEY REPORT

STD. 152 (REV. 11/2011)

***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: | SANITIZATION REQUIRED | 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)*

1. TRADE-IN (SHOW TRADE-IN PRICE OFFERED)
2. SALE (SEE SAM SECTION 3520)
3. VALUELESS UNABLE TO BE RECYCLED (TO BE LEGALLY/SAFELY DISPOSED OF)
4. LOST, STOLEN OR DESTROYED (REFER TO SAM SECTION 8643 FOR INSTRUCTIONS)
5. TO BE CANABALIZED (SALVAGED FOR PARTS)
6. SHIPPED TO SCRAP/SALVAGE DEALER (TO BE RECYCLED)
   NOTE: FOR E-WASTE USE #10
7. DONATION TO AN ELIGIBLE PUBLIC SCHOOL, PUBLIC SCHOOL DISTRICT OR ELIGIBLE ORGANIZATION (SEE SAM SECTION 3520.5)
8. SHIP TO PROPERTY REUSE PROGRAM (NO POOR OR JUNK MATERIAL)
9. DONATION OF COMPUTERS FOR SCHOOLS PROGRAM
10. UNIVERSAL WASTE — SALVAGE DEALER, RECYCLER (E-WASTE)
11. SB 493 — DISPOSITION OF TECHNOLOGY TO PUBLIC COMPUTER CENTER

**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) 928-5851 (Sacramento).***

## APPROVED BY PROPERTY DISPOSITION BOARD

***(A minimum of two approving names required)***

The above statements regarding state property are true an correct; culpable negligence (check appropriate box)

☐ was ☐ was not

involved in loss, theft, or damage; the disposition proposed is best for public interest.

NAME (SIGNATURE MUST BE ON FILE WITH AGENCY)

1.

2.

3.

## CERTIFICATION OF DISPOSITION

The above described property was disposed of as follows:

DISPOSAL DATE (MM/DD/YYYY)

NAME (Officer Supervising Disposal of the Property)

TITLE

## REVIEWED BY DEPT. OF GENERAL SERVICES

**FOR DGS REVIEW, TRANSMIT TO:**
Department of General Services
State Agency for Surplus Property
1700 National Drive
Sacramento, CA 95834
(916) 928-5800

**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

APPROVAL

DATE