

# Final Disposal of Equipment Capital Asset Information Sheet

Agency Name: \_\_\_\_\_ Date: \_\_\_\_\_

Agency Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Was Useful Life met for the Equipment:  Yes  No Disposal Date: \_\_\_\_\_



Type of Disposal:  Auctioned/Sold  Transferred  Destroyed/Insurance Other: \_\_\_\_\_

Reason for Disposal:  Met Useful Life  Damaged/Inoperable Other: \_\_\_\_\_

Serial/Agency Number: \_\_\_\_\_ Manufacturer: \_\_\_\_\_

Type of Equipment: \_\_\_\_\_ FTA/State Funding Program: \_\_\_\_\_

TEAM/TRANS Number: \_\_\_\_\_ Equity Received: \_\_\_\_\_ Beginning Service Date: \_\_\_\_\_

**Agency Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Support Documents:** (1) Copy of Receipt or Bill of Sale (2) Copy of Check or Proof of Transfer of funds (3) Copy of Bank Deposit Slip if Equity Received for Equipment (4) If the equity received is equal to or over \$5,000, a letter from the agency is required stating how the funds are going to be re-allocated. (5) If the equipment is transferred to another agency, a letter of acknowledgement from each agency is required to verify the transfer of the equipment.

**Notes:**

- 1. Proof of Public Sale/Auction may be requested from the Agency by the Multimodal Office.***
- 2. Proceeds from the sale of any equipment with Federal or state interest must be used in the local transit program or returned to TDOT.***

Documentation should be mailed to: Multimodal Transportation Resources Division

ATTN: Asset Manager, James K. Polk Bldg. 505 Deaderick St. Suite 1800, Nashville, TN 37243.

*Note: DOT 49 CFR 19.34(f)(6) states that when a recipient is authorized or required to sell equipment, proper sales procedures shall be established that provide for fair competition to the extent practicable and result in the highest possible return.*

Completed by TDOT Multimodal Division Staff

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Approval by: \_\_\_\_\_ Date: \_\_\_\_\_