

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 over \$5,000, please contact TDOT Multimodal for additional instructions.** And, a letter from the agency is required stating how their share of the proceeds are going to be re-allocated. (5) If the equipment is transferred to another agency, a letter of acknowledgment 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: _____

Revised: Aug 2023