



Food Assistance — Equipment Disposition Request / Approval Form

This form is for equipment disposition with an original purchase price of \$5,000 or more per unit, funded entirely or in part by Food Assistance (FA) funds. Before completing this form, review the Equipment Disposition Guidelines (WSDA publication AGR 609-452). Requests will not be processed without all required documentation.

Lead Agency Name:	Date of Submittal:
Sub Agency Name:	Email Address:
Contact Person:	Phone Number:

Original Purchase Information

Date of Acquisition	Item Description	Identification	Cost of Total Acquisition	Federal Award Identification	Fair Market Value	Amount Paid by FA
Month/Year	Type of Equipment (brand; size; for vehicles: make, model, year)	Serial and/or VIN #	Round to the nearest dollar	(FAIN)	Round to the nearest dollar	

Type of Disposition Requested

<input type="checkbox"/> Sell <input type="checkbox"/> Scrap/Salvage <input type="checkbox"/> Transfer <input type="checkbox"/> Trade-In <input type="checkbox"/> Lost/Stolen

Justification / Reason for Disposal (attach additional sheets if necessary)

Lead Agency Certification

In submitting this request, the Lead Agency certifies on its behalf and/or is certifying on behalf of its Sub Agencies that disposal records will be on file and available for review. Lead Agency further certifies that this disposition will be in accordance with [2 CFR Part 200 Subpart D](#), and all applicable procedures and guidelines. If the request is on behalf of a Sub Agency, then the Lead Agency is responsible for requesting approval and Annual Inventory Report (WSDA form 2201).

WSDA FA Review Decision (for WSDA use only)

<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved Required Documentation:	Date: _____ Reviewer: _____ Comments: <input type="checkbox"/> No documentation was needed to support the requested disposal <input type="checkbox"/> Documentation supporting the terms of disposal requested are attached to this request <u>Extended Use Period Requirements</u> <input type="checkbox"/> Met. Additional conditions and/or repayment may apply based on post-disposal verification <input type="checkbox"/> Not Met. Additional conditions and/or repayment may apply based on post-disposal verification <input type="checkbox"/> N/A. Purchase was prior to this policy being in effect (07/2023); Reps will need to work individually with the organization <input type="checkbox"/> Exception Granted Explanation of exception if applicable: Extended Use Period: _____
---	--

Post-Disposal Verification (for Lead Agency use only)

After disposal, the Lead Agency must resubmit this form confirming the disposition process was followed:

Sold	Scrap/Salvage	Transfer	Trade-In	Lost/Stolen
<input type="checkbox"/> Final Sale Amount: _____ <input type="checkbox"/> Attach copy of proof of payment (bill of sale, check, etc.) <input type="checkbox"/> Reimbursement was sent to WSDA - OR - Final sale amount was retained by the organization for: <input type="checkbox"/> Replacement of equipment- OR - <input type="checkbox"/> Back into operational budget	<input type="checkbox"/> Item disposed of	<input type="checkbox"/> Name of organization the equipment was transferred to: _____ <input type="checkbox"/> Item is now in possession of the organization named above	<input type="checkbox"/> Final value of Trade-In: _____ <input type="checkbox"/> Attach copy of invoice or bill of sale showing the trade-in value credited towards new item <input type="checkbox"/> Item is in possession of vendor accepting trade and new equipment is received	<input type="checkbox"/> There is no way to pursue reclaiming the item's value - OR - <input type="checkbox"/> Insurance claim was filed If money was received for replacement of item was it then: <input type="checkbox"/> Put towards cost of Replacement Equipment - OR - <input type="checkbox"/> Returned to WSDA