



# Equipment Disposition Form

Upon completion, mail a copy of this form to:  
**Florida Department of Law Enforcement**  
**Office of Criminal Justice Grants**  
**P.O. Box 1489**  
**Tallahassee, FL 32302-1489**

Agencies that purchase equipment with federal funding are required to maintain a Capital Asset/Equipment Inventory as per 2 C.F.R. §200.313(e). A subgrantee must inform the SAA within 30 days when transferring or disposing of equipment. Subgrantees must submit all such changes on the Equipment Disposition Form.

**SELECT PROGRAM BELOW:**

**BYRNE JAG      NARIP      NCHIP      PREA      PSN      RSAT      OTHER**

**Subgrantee:** \_\_\_\_\_ **Percentage of Federal Investment:** \_\_\_\_\_

**Grant #:** \_\_\_\_\_ **Project Period:** \_\_\_\_\_

**Equipment is being:**     Transferred/Sold     Donated     Disposed of/Surplus     Reported Missing

Description of Item	Manufacturer	Serial No.	Depreciated Fair Market Value
			\$

**A. If Transferred/Sold/Donated:**

Transferring Entity (Agency, Address, Phone & POC)	Receiving Entity (Agency, Address, Phone & POC)	Price Paid

**B. If Missing, Reason and Last Known Date:**

**C: If Disposed, Date and Location:**

**Form Completed By:**

Representative Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Phone \_\_\_\_\_

**----- FDLE OCJG Internal Use Only -----**

**Agency has no further obligation.**

**Agency must complete obligation below:**

Date Received: \_\_\_\_\_

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_