Agency Authority No.		SPMO Authority No.
Date		Page of

State of Arizona
Surplus Property
1537 W. Jackson St.
Phoenix, Arizona 85007
(602) 542-5701
FAX (602) 379-4929

PROPERTY DISPOSAL REQUEST AND AUTHORIZATION

From: (Agency, Address, Telephone)

Signature of Authorized Donee	Type Name and Title	Donee No.

PLEASE CHECK APPROPRIATE BOX BELOW

- ☐ TRANSFER TO SURPLUS PROPERTY WAREHOUSE
- ☐ TRANSFER TO _____
- ☐ TRADE-IN TO _____
- ☐ OTHER _____
- ☐ LOST / STOLEN / MISSING
- ☐ CANNIBALIZE
- ☐ ON-SITE DESTRUCTION

FUNDING SOURCE: ☐ **GENERAL** ☐ **FEDERAL** ☐ **REVOLVING** ☐ **OTHER:** explain _____

ALL COLUMNS MUST BE FILLED IN USE ESTIMATES IF ACTUALS NOT AVAILABLE VEHICLE TITLES MUST ACCOMPANY THIS FORM

ITEM No.	FEDERAL STOCK No.	DESCRIPTION (Include Manufacturer's Serial Number)	STATE Equip./Fixed Asset No.	QTY	ORIGINAL Cost	FUND No.	SP USE ONLY Price	SP USE ONLY Location

AGENCY REMARKS Contact Person (Primary) _____ Phone No. _____
(Alternate w/ phone #) _____ Location of Property _____

SPMO/GAO USE ONLY ☐ SPMO ☐ GAO

☐ APPROVED

☐ DISAPPROVED

Signature Date

REMARKS

1 - WHITE: SPO File • 2 - CANARY: FINAL ACTION, Owning Agency • 3 - PINK: Owning Agency File Copy

Agency Authority No.	**ARIZONA DEPARTMENT OF ADMINISTRATION** SURPLUS PROPERTY MANAGEMENT OFFICE FORM SP-101-1 CONTINUATION SHEET **DISPOSAL REQUEST AND AUTHORIZATION**	SPMO Authority No.
Date		Page of

From: (Agency, Address, Telephone)	Donee No.

ITEM NO.	FEDERAL STOCK NO.	DESCRIPTION (Include Manufacturer's Serial Number)	STATE Equip./Fixed Asset No.	QTY	ORIGINAL Cost	FUND No.	SP USE ONLY Price	Location