Appalachia HIDTA

**Property Disposal Form**

**Non-HIDTA Entity**

**AH-04**

|  |
| --- |
| If an AHIDTA Initiative/Task Force no longer wants or needs the equipment before the 5 years of useful life, the equipment should be returned to AHIDTA. If no other AHIDTA Initiative/Task Force is in need of the equipment, at the discretion of the Director, the equipment may be disposed of to a non-HIDTA entity. The non-HIDTA entity is responsible for the final disposal of the equipment per their agency guidelines. Use this form to document this transaction. \* *By attaching your signature to this form, you acknowledge you have read and understand the above described policy.* |

|  |  |  |  |
| --- | --- | --- | --- |
| AHIDTA Inventory Number: |   | Effective Date of Disposal: |   |
| Brand Name & Description: |   |
| Serial #: |   | Model #: |   |

|  |  |
| --- | --- |
| Initiative/Task Force: | Choose an item. |
| Equipment Location: |   |
| **Initiative/Task Force Official Responsible for Property Receipt and Control** |
| Initiative/Task Force Official Name: |   | Title: |   | Phone: |   |
| \*Initiative/Task Force Official Signature: |  | Date: |   |

|  |  |
| --- | --- |
| Non-HIDTA Agency: |   |
| **Non-HIDTA Agency Official Responsible for Property Receipt and Control** |
| Name: |   | Title: |   | Phone: |   |
| \*Signature: |  | Date: |   |

**Appalachia HIDTA Review/Approval of Director or Deputy Director:**

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |   |

|  |  |
| --- | --- |
| **Comments:**  |   |
|   |
|   |
|   |