Appalachia HIDTA

**Property Disposal Form**

**Non-HIDTA Entity**

**AH-04**

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| --- |
| 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: |  |

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