**South Dakota Property Management**

South Dakota Bureau of Administration

1320 E. Sioux Avenue

Pierre, South Dakota 57501 This form must accompany the Trade-in

(605) 773-4935 Request submitted to the Office of

Fax: (605) 773-3837 Procurement Management

**Appraisal Sheet**

|  |  |
| --- | --- |
| Requestor: | Date: |
| Department: | Telephone: |
| Purchase Date: | Fixed Asset No: |
| Purchase Cost: | Serial Number: |
| Year: | Make: |
| Hours/Mileage: | Model: |
| Description of Equipment: | |
| Condition of Equipment: | |

Property Management Director Signature

Date

**To be completed by Property Management**

|  |  |
| --- | --- |
| Appraisal Contact: | Date: |
| Appraised Value: | |
| Comments: | |