**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:       |