SD Asset Retirement & Transfer Form BOA-PM-TR001 REV 12/2017

SD Property Management
1320 E Sioux Ave | Pierre, SD 57501
605.773.3223
surplus.property@state.sd.us

Asset Number:	
Equipment Number:	
Estimated Value: *(optional)*	
CAFR Reporting Group	

DATE:

AGENCY:

PROP MGMT OFFICER:

CONTACT #:

Submitted by:

4 Digit Company # (funds used for purchase):

*Reimbursable ☐Yes (company 1000/General Funds will not be reimbursed)

Date Available *(optional):*

Property Management use only	
Prop Mgmt Log #	
Retire Date: Fiscal YYYY-MM	
Retire Code:	
Gross Proceeds:	
Sale Expense:	
Retire Price:	

Year:		Make:		Product/Model:	
Notes (condition, further details, etc.):					
Acquire Date:		Serial/VIN:			
Original Cost:		Asset Location:			
Retire Code:	**910 Sold/Donate**	**920 Salvage**		**930 Destroyed**	**940 Trade In**
950 Stolen	**960 Lost**	**970 BIT Repair Ctr**		**980 Surplus**	**990 Error**

INSTRUCTIONS: A tag must accompany all assets – (excluding heavy equip, vehicles) A Property Management number will be assigned and sent to the Property Management Officer. **A TAG MUST BE AFFIXED TO THE ASSET PRIOR TO IT LEAVING YOUR AGENCY.**

*5-24A-13. Retention and disposition of sales proceeds. Any money derived from the sale of public personal property shall be retained in a revolving account. This revolving account shall be used to pay the administrative expenses pertaining directly to the transportation, sale, and storage of surplus public personal property. Any money derived from the sale of property acquired by dedicated funds, internal service funds, or property inventoried by constitutional institutions, less the administrative expenses pertaining directly to the transportation, storage, and sale of such property shall be returned to the respective fund or institution.

To be completed by Receiving Agency

TRANSFER OF ASSET **(**To another Agency at **no charge)**	**Prop. Mgmt. Officer:**	

Company/Fund* **Level 4**	**Program*** **Level 5 & 6**	Funding Source Level 7	Sub Fund Level 8