

Disposal Request Form

Iowa Weatherization Program

Agencies must notify the Iowa Weatherization Assistance Program (WAP), in writing, of its intent to dispose of unneeded equipment or vehicles with an **original per unit purchase price of \$5,000 or more**. This form is to be used when the item being disposed of is not being replaced.

In cases where the item will be replaced, use the Replacement/Purchase Request Form.

Refer to Section 9.50 of the Policies and Procedures manual for more information.

Agency Name: _____

Date: _____

Funds used to purchase item:

- DOE - Admin/Support
- BIL - Admin/Support
- HEAP - Equipment/Training
- HEAP - Admin/Support
- Other (*specify*) _____

Proposed method of disposal:

- Transfer (to another federally funded program)
- Sell (at auction)
- Sell (via advertising)
- Junk

Quantity	Item Description (Year/Brand/Make/Model/VIN/Serial Number)	Mileage (if applicable)	Estimated Present Value	Method for Determining Present Value
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Disposal Explanation: Include reason for disposal of the item, the exact method of disposal (auction, craigslist, eBay, etc.), and the anticipated timeline. Also attach supporting documentation to support current market valuation of the item.

Agency Review:

Agency Representative Approval: _____

(Entering your name serves as your digital signature)

Date: _____

Agency Representative Title: _____

Agency Contact Person: _____

WAP Review:

WAP Approval: Yes No

WAP Representative Approval: _____

(Entering your name serves as your digital signature)

Date: _____