STATE OF KANSAS
Department of Administration
Division of Accounts and Reports
DA-110 (Rev. 7/97)

See back of form for instructions or refer to Division of Accounts and Reports Informational Circular #97-A-009

DISPOSITION OF PROPERTY

Agency No: _____ Agency Disposition No: _____

Contact Person: _____

Phone Number: _____

Agency Name: _____ Agency Division: _____

Property Number	Sub Obj Code	Inv Src	Date Acquired mm/yy	Inventory Cost	Description	Present Value KSSP use only	Cond Code	Disposition Code AGY	Disposition Code KSSP KSSP use only

Explanation or Remarks:

Accounting Information: Depositing Money Received for Property

FUND #	FY	INDEX #	PCA #

Condition Codes

1. In working condition
2. Not working - servicable
3. Not working - not serviceable
4. Obsolete - working
5. Obsolete - not working
6. Lost or stolen - FY _____
7. Other _____

Disposition Codes

1. Trade-In
2. Sell used (by Agency)
3. Sell used (by State Surplus Property)
4. Request local disposition authority (must be approved by State Surplus Property)
5. Other _____

Agency Approvals:

_____ (Property Accountable Employee) _____ (Date)

_____ (Agency Authorized Person) _____ (Date)

Kansas Correctional Industries Approval:

_____ (Director or Designee) _____ (Date)