



## ABATE OF OHIO, INC.

### PROPERTY DISPOSAL RECORD

#### **Characteristics:**

1. Category: Finance.
2. Established by: Bylaws Article VI: General Property and Finance; Section 1: Property of ABATE of Ohio, Inc.
3. Purpose: To dispose of ABATE property.
4. Audience: Board members (BOD, RBO, CBO).
5. Required? Yes.

#### **Directions:**

1. Property Level:
  - a. State – check for state level property.
  - b. Region – check for region level property. Indicate region number.
  - c. County – check for county level property. Indicate region number (above) and county name.
2. For each item transferred:
  - a. Date Acquired – date property was acquired.
  - b. Description / Model & Serial Number(s) – noun plus adjective(s) describing item, including manufacturer name and manufacturer model and serial number(s).

- c. Reason for Disposal – why the item is being discarded, e.g. broken, replaced or obsolete.
3. Disposed by – name of officer disposing of the property.
4. Title – of officer disposing of the property. For example, “State xxxx Director”, “Region xx Treasurer” or “xxxx County Secretary”.
5. Signature – of officer disposing of the property.
6. Date – of signature of officer disposing the property in mm/dd/yy format.
7. Approved by – title of officer approving of the disposal. Check only one.

#### **Special Cases:**

1. Use additional forms as needed. Fill out each form completely and staple them together.
2. Send copy to appropriate level treasurer.

#### **Handling:**

1. Send to: State Office.
2. Deadline: Received within 7 days of disposal.