



Stockbridge-Munsee Community

Disposition/Addition of Property Request form (Capital Property, Sensitive Property and Non-Sensitive Property)

Disposition/ Addition of Property Request Form

(To be filled out by the Property Custodian and forwarded to PM)

S/M Comm. Property Tag No.: _____

Description of Property: _____

Vendor/ Mfg: _____

Mfg Serial # or VIN: _____

Location: _____

Department Name: _____

Property Custodian: _____

Purchase Order No: _____

Acquisition Date: _____

Condition: New Good Quality Poor Quality Damaged

Acquisition Value: _____

The Property is: Surplus/ Excess Damaged Missing New/ Assigned

Please: Salvage Cannibalize Dispose Add to Inventory

Property Custodian's Signature: _____

Property Management Check list

(To be filled out by PM)

This property was:

Traded In Donated Sold/Bid Out Added Cannibalized Disposed

Purchase Price of Property: _____ Amount Received for Property: _____

Date of Disposition or Modification: _____ Inventory Clerk Initial's: _____

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PM - FORM 1 Disposition/Addition of Property Request Form

Requests for additions or deletions from inventory are to be made by completing this form. Please attach all back up and forward to PM. This is due at the receipt of any new items or when an item is deemed Surplus/Excess, Damaged, or otherwise Missing. **This form is to be used for ALL inventory change requests – no matter what time of the year.**