

STATE OF CALIFORNIA
PROPERTY SURVEY REPORT
 DR 152 (Rev. 01/13) [STD. 152 REV. 11-11]

DEPARTMENT OF REHABILITATION

Record as of disposition date (lost, stolen or destroyed property – record as of the date such determination was made).

Reporting Department/Agency Department of Rehabilitation	Property Assistant Name	BSS Use Only
Return Address	IMS Code	BSS Document #
City	Zip Code	BSS Date

Authority is requested to dispose of the following State property:	Fund Owned By	Contact Person	Telephone Number	Date Initiated
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ITEM - Description, Model Number, Serial Number, Etc.	State ID # (1)	Date Purchased	Original Cost	Location (City)	Present Condition*	Disp. Code	Price Offered (2)	Price Rec'd (3)	Receipt Number
1.									
2.									
3.									
4.									
5.									

(1) PROPERTY TAG NUMBER OR E PLATE FOR VEHICLE

(2) DO NOT OBTAIN BIDS ON TRADE-INS. ESTIMATE PRICE OFFERED

(3) AMOUNT ALLOWED IF TRADED IN OR SOLD

* **PRESENT CONDITION CODES: E = EXCELLENT OR NEW N = NON WORKING, G = GOOD, F = FAIR, P = POOR, J = JUNK OR BROKEN, O = OTHER (EXPLAIN)**

DISPOSITION CODE (If lost, stolen or destroyed, DGS review is not required)	Explanation - Reasons for Proposed Disposition of Each Item			
<ol style="list-style-type: none"> TRADE-IN (SHOW TRADE-IN PRICE OFFERED) SALE (SEE SAM SECTION 3520) VALUELESS UNABLE TO RECYCLED (TO BE LEGALLY/SAFELY DISPOSED OF) LOST, STOLEN OR DESTROYED (REFER TO SAM SECTION 8643 FOR INSTRUCTIONS) TO BE CANABALIZED (SALVAGED FOR PARTS) SHIPPED TO SCRAP/SALVAGE DEALER (TO BE RECYCLED) NOTE: FOR E-WASTE USE #10 DONATION TO AN ELIGIBLE PUBLIC SCHOOL, PUBLIC SCHOOL DISTRICT OR ELIGIBLE ORGANIZATION (SEE SAM SECTION 3520.5) SHIP TO PROPERTY REUSE PROGRAM (NO POOR OR JUNK MATERIAL) DONATION OF COMPUTERS FOR SCHOOLS PROGRAM UNIVERSAL WASTE – SALVAGE DEALER, RECYCLER (E-WASTE) SB 493 – DISPOSITION OF TECHNOLOGY TO PUBLIC COMPUTER CENTER <p>Do not dispose of any electronic equipment in a landfill</p>				
	Requester Signature	Date Signed	Approval Signature (per DR3)	Date Signed

APPROVED BY PROPERTY SURVEY BOARD (A minimum of two signatures is required) The above statements regarding state property are true and correct; culpable negligence (check appropriate box) <input type="checkbox"/> was <input type="checkbox"/> was not involved in loss, theft, or damage; the disposition proposed is best for public interest.		CERTIFICATION OF DISPOSITION The above described property was disposed of as follows: (specify if no consideration was received) Manner of Disposal		REVIEWED BY DEPT. OF GENERAL SERVICES FOR DGS REVIEW, SEND TO: DGS, State Agency for Surplus Authority 1700 National Drive Sacramento, CA 95834 (916) 928-5800 FOR ALL VEHICLES AND/OR MOBILE EQUIP., SEND TO DGS, Office of Fleet and Asset Management 1700 National Drive Sacramento, CA 95834	
Signature	Date Signed	Disposal Date	Signature	Date Signed	
1.					
2.					
3.			Title	Date Signed	

(DO NOT USE HALF SHEETS OR STAPLES)