Appalachia HIDTA

**Property Disposal Form**

**AH-03**

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| It is the policy of Appalachia HIDTA to inventory all equipment costing $5,000 or more and to maintain that equipment on the AHIDTA inventory for at least 5 years. (Any deviation from the 5-year rule, please make note in the comments section at the end of this form.) At the end of the 5 years, the equipment is to be removed from the AHIDTA inventory system by transferring the equipment to the Task Force with the lead agency then being responsible for final disposal of the equipment. The lead agency is responsible for disposing of the equipment per their agency guidelines. Use this form to document this transaction.\* *By attaching your signature to this form, you acknowledge you have read and understand the above described policy.* |

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| AHIDTA Inventory Number: |   | Effective Date of Disposal: |   |
| Brand Name & Description: |   |
| Serial #: |   | Model #: |   |

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| --- | --- |
| Initiative/Task Force: |  Choose an item. |
| Equipment Location: |   |
| **Initiative/Task Force Official Responsible for Property Receipt and Control** |
| Initiative/Task Force Official Name: |   | Title: |   | Phone: |   |
| \*Initiative/Task Force Official Signature: |  | Date: |   |

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| Task Force Lead Agency: |   |
| **Agency Official Responsible for Property Receipt and Control** |
| Name: |   | Title: |   | Phone: |   |
| \*Signature: |  | Date: |   |

**Appalachia HIDTA Review/Approval of Director or Deputy Director:**

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| --- | --- | --- | --- |
| Signature: |  | Date: |   |

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| **Comments:**  |   |
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