



★ VIRGINIA ★
DEPARTMENT of ELECTIONS

*The Virginia Department of Elections has adopted a procedure on the disposal of assets obtained with grant funds. Grant funded assets are NOT to be disposed of without **PRIOR** submission and approval of this form by the **ELECT** Business Manager or the Business Manager's designee.*

Please provide the required information for the disposal of the asset. A locality may use a separate inventory list as long as all required information as shown below is included for each asset, and accompanied by this signed, original form that states "see attached". Indicate "N/A" (Not Available) where the federally required information (41 CFR § 105-71.132) is not available and document why it is not available.

The _____ (county/city) electoral board have asset(s) that are no longer needed and request that we be allowed to dispose of the asset(s) in accordance with federal and state policies and procedures.				
1. Scheduled Date of Disposition:		2. Current Physical Location of Item to be Disposed:		
3. Action To Be Taken: (X) the appropriate field.				
<input type="checkbox"/> Surplus (Commonwealth Accounting Policies and Procedures (CAPP) Manual 30700 - Surplus Property)				
<input type="checkbox"/> Disposal (CAPP Manual 30800 - Asset Disposal)				
<input type="checkbox"/> Transfer (CAPP Manual 30800 Asset Disposal p. 7 & 8; 20400 - Inter- and Intra-Agency Transactions)				
4. Person recommending action:				
5. Description of Item:				
6. Serial number:				
7. Model number:				
8. Acquisition date:				
9. Total acquisition cost:		\$	10. Total grant funds & percentage used for acquisition:	\$ %
11. Fair Market Value at disposal:		\$	12. Sale Price at disposal:	\$
13. Will computer hard drives be sanitized or destroyed?		14. Provide details to secure privacy of data on hard drives.		
15. Moved FROM:		16. Moved TO:		
17. Condition of item: (X) the appropriate field.				
<input type="checkbox"/> Stolen: Provide law enforcement report.		<input type="checkbox"/> Cannibalized: Document explanation.		
<input type="checkbox"/> Casualty loss: Document event.		<input type="checkbox"/> Good condition, but obsolete.		
<input type="checkbox"/> Other reason for disposal: Document below.		<input type="checkbox"/> No longer operable/poor condition.		

Surplus and Disposal Report for Grant Funded Assets

Locality: Responsibility for the Maintenance of Records.
The locality must maintain accurate records of all equipment and controllable assets disposed of in the event of audits, claims, litigation, negotiations, or other proceedings regarding the disposal of equipment and controllable assets originally purchased with grant funding.
Locality: Responsibility for Program Income & the Sale of Property.
Program income is defined as gross income received by the locality directly generated by a grant supported activity , i.e. acquired or performed with grant funds, or earned only as a result of the grant agreement during the grant period. The only appropriate treatment for program income is for the locality to dedicate the income to uses permitted under grant policies and procedures to improve the administration of the grant. For example, program income may be used to pay for on-going costs to operate and maintain equipment such as license fees, maintenance, equipment upgrades and replacement, training of election staff and poll workers, storage, etc. Proceeds from the sale of equipment will be handled in accordance with the requirements of 41 CFR §105–71.132.
Locality: Responsible for “Procedure for the Disposal of Grant Funded Assets”.
See GREBook, 30, Attachment #3, which by reference is incorporated into this document.

18. PRINTED Name - General Registrar (GR)	<i>GR Signature</i>	<i>Date</i>
<u>Department of Elections USE ONLY</u>		
The Department of Elections has approved the disposition of the above listed property.		
19. PRINTED Name - Approving Officer (ELECT)	22. ELECT Signature	<i>Date</i>