



**Equipment Disposition Request Form**

This form must be submitted to the South Dakota Victims' Services Program (SDVS) for any equipment with an original acquisition cost of \$5,000 or more. Equipment with a current per-unit fair market value of \$5,000 or more must have SDVS approval prior to disposal. Equipment with a current per-unit fair market value less than \$5,000 may be disposed of with no further authorization from SDVS.

**Equipment Disposition Request Form Instructions**

When equipment acquired under a subaward is no longer needed for the original project or program or for other activities currently or previously supported by the subrecipient agency; disposition of the equipment will be made as follows:

**Original Acquisition Cost of less than \$5,000**

- Items with an original acquisition cost of less than \$5,000 may be disposed of with no notification to SDVS. An Equipment Disposition Request Form is not required.

**Original Acquisition Cost of \$5,000 or more**

- Is the current per-unit fair market value *less than* \$5,000?
  - The item of equipment may be sold or disposed of without SDVS approval. However, an Equipment Disposition Request Form must be submitted to SDVS within 30 days of final disposition.
- Is the current per-unit fair market value *more than* \$5,000? **SDVS Approval Required.**
  - An Equipment Disposition Request Form must be submitted to SDVS for approval at least 120 days prior to the proposed disposition date. Following receipt of the equipment disposition request, SDVS will review and make a determination whether the proposed equipment disposition is approved or disapproved within 60 days of the receipt of the equipment disposition request.
  - Per 2 CFR 200.313(e)(2), SDVS shall have a right to an amount calculated by multiplying the current market value or proceeds from the sale by SDVS's original percentage share of the equipment.

**Documentation showing how fair market value was determined shall be provided to SDVS upon request.**

Record Retention (2 CFR 200.334(c)). All equipment records must be retained for three years after final disposition of the equipment.

**Subrecipient Information**

**Date of Request:** \_\_\_\_\_

**Subrecipient Agency:** \_\_\_\_\_

**Point of Contact Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Grant Year Equipment was Purchased:** \_\_\_\_\_

**Date Purchased:** \_\_\_\_\_

**Original Award Amount:** \_\_\_\_\_



**Equipment Disposition Request Information**

**Equipment description (make, model, serial number)**

**Requested disposition date**

**Assessed per-unit fair market value**

**Method used to assess per-unit fair market value (i.e., vendor estimate, Kelly Blue Book, auction agency)**

**Intended disposition of the equipment (i.e., sale, trade, surplus, etc.).**

\_\_\_\_\_  
**Subrecipient Official's Signature**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**SDVS Director Approval Signature**

*(for per-unit fair market value of \$5,000 or over)*

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Date**