



Movable Property Disposal Request

This form should be completed and must be approved prior to dismantle, disposal or transfer of property. All property must remain in its present location/condition until approval has been granted.

Requested Disposition:

- Permission to Dismantle for Parts on Campus, submit original request to agency property manager, property should remain in its present location/condition until approval has been granted
Permission to Transfer to Surplus (LPAA Baton Rouge) and/or scrap, attach a copy of request to property in its current location, submit original request to agency property manager
Permission to Transfer to another agency/campus (within SCLTC), attach a copy of request to property in its current location, submit original request to agency property manager
Agency/campus name to whom property should be transferred:
Permission to Transfer to another agency (outside SCLTC), attach a copy of request to property in its current location, submit original request to agency property manager
Outside agency name to whom property should be transferred:

Condition: Excellent Good Fair Poor

Table with 3 columns: STATE TAG NO., SERIAL NUMBER, DESCRIPTION

Employee Signature

Campus Administrator Signature (required only for Dismantle)

Current Location of Property (Bldg./Rm)

Date BF-11 Request

This section will be completed by Agency Property Manager

Approved - Permission to:

- Dismantle for Parts on Campus - APPROVAL RETURNED TO THE PERSON COMPLETING THIS REQUEST (agency property manager must remove state tag and attach to form)
Move to holding - APPROVAL RETURNED TO MAINTENANCE - Property will be transferred to a holding location and removed from person responsible's inventory

Signature of Maintenance responsible for Movable Property in holding

- Transfer to LPAA/Pickup scheduled at campus on - APPROVAL RETURNED TO MAINTENANCE
Transfer to LPAA/Delivery scheduled at LPAA on - APPROVAL RETURNED TO MAINTENANCE
Scrap/Dispose of Property on Campus on - APPROVAL RETURNED TO MAINTENANCE
Transfer to another Agency or Campus (listed above) on - APPROVAL RETURNED TO MAINTENANCE

Date BF-11 Submitted to LPAA

Transfer Number

Date BF-11 Approved or Disapproved

Signature of Maintenance responsible for Transfer

Signature of Agency Property Manager

Transfer Property Received: Yes

Disposition Date

Disapproved:

- THIS PROPERTY MUST REMAIN IN THE CURRENT LOCATION/CONDITION UNTIL FURTHER NOTICE