



Disposition of Property Form

Center/Provider Name: _____

Item #	Description	Serial Number	Model Number	Source of Funds	CONTRACT Number	Vested in the recipient or Federal Government	Original Acquisition date	Cost	Percentages of Federal Participaiotn in the cost	Condition (E-G-F-P)	Current Location	Disposition Remarks/Comments
	Example - Dell Computer	MD512676	PS500	ODV - GR	LN123	Federal Gov't	8/1/09	\$500.00	100%	Fair	3/1/11	Outdated computer replaced
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												

*Condition: E - Excellent, G - Good, F - Fair, P - Poor

By my signature below, I hereby certify that all confidential data, including protected health information, has been permanently removed from all computers related media that has been transferred from my custody. Furthermore, I certify that the removal of this information has been done so in the manner described in the Department of Children & Families Operating Procedure CFOP 50-2. I understand that by violation of that procedure may result in substantial fines and/or criminal prosecution according to provisions of Federal and State statutes.

CENTER'S SIGNATURE: _____ **DATE:** _____
(Acknowledging Disposition of Property)

CONTRACT MANAGER'S SIGNATURE: _____ **DATE:** _____
(Acknowledging Disposition of Property)