

Final Disposal of Equipment Capital Asset Information Sheet

Agency Name: _____ Date: _____

Agency Address: _____ Telephone Number: _____

Was Useful Life met for the Equipment: ☐ Yes ☐ No Disposal Date: _____



Type of Disposal: ☐ Auctioned/Sold ☐ Transferred ☐ Destroyed/Insurance Other: _____

Reason for Disposal: ☐ Met Useful Life ☐ Damaged/Inoperable Other: _____

Serial/Agency Number: _____ Manufacturer: _____

Type of Equipment: _____ FTA/State Funding Program: _____

TEAM/TRAMS Number: _____ Equity Received: _____ Beginning Service Date: _____
(e.g., TN2021043)

Agency Signature: _____ **Date:** _____

Support Documents: (1) Copy of Receipt or Bill of Sale (2) Copy of Check or Proof of Transfer of funds
(3) Copy of Bank Deposit Slip if Equity Received for Equipment (4) **If the equity received is over \$5,000, please contact TDOT Public Transportation for additional instructions.** And, a letter from the agency is required stating how their share of the proceeds are going to be re-allocated. (5) If the equipment is transferred to another agency, a letter of acknowledgment from each agency is required to verify the transfer of the equipment.

Notes:

- 1. Proof of Public Sale may be requested from Agency by the Public Transportation Section.**
- 2. Proceeds from the sale of any equipment with Federal or state interest must be used in the local transit program or returned to TDOT.**

Documentation should be mailed to: TDOT.MultiModalAdmin@tn.gov or TDOT Public Transportation Section
ATTN: Asset Manager, James K. Polk Bldg. 505 Deaderick St. Suite 1200, Nashville, TN 37243.

Note: DOT 49 CFR 19.34(f)(6) states that when a recipient is authorized or required to sell equipment, proper sales procedures shall be established that provide for fair competition to the extent practicable and result in the highest possible return.

Completed by TDOT Public Transportation Staff

Reviewed by: _____ Date: _____

Approval by: _____ Date: _____

Revised: Aug 2024