

EQUIPMENT DISPOSITION FORM – INDYGO SUBRECIPIENTS

POST-DISPOSITION NOTIFICATION

Following the initial approval, all grantees must notify IndyGo immediately *after* the disposition of equipment that was purchased with IndyGo-administered federal funding. Equipment Disposition Forms must be submitted to rwilhite@indygo.net. For assistance, contact Ryan Wilhite (317-536-2660).

Attach proof of disposition documentation to this form. (Receipt, proof of payment, etc.)

Grantee Name:	
Asset Description:	
Reason for Disposal:	
Date of Disposal:	
Type of Disposal: (Sale, Scrap/Salvage, etc.)	
Receiving Party Name:	
Receiving Party Address:	
Receiving Party Phone:	

Complete the below section for disposition via sale:

Sale Amount:	
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Complete the below section for disposition via insurance settlement:

Settlement Amount:	
Method Used to Determine Value:	

Complete the below section for other form of disposition:

Fair Market Value:	
Method Used to Determine Value:	

FTA retains financial interest in equipment with a unit value exceeding \$10,000 (\$5,000 for awards before 2022). For any equipment disposition with a unit value greater than \$10,000, IndyGo will contact the subrecipient to ensure all regulatory requirements are met.

FTA requires a three-year record retention period that starts from the date of the equipment's disposition, replacement, or transfer at FTA's direction. As such, this form (and any attached documentation) must be retained by the subrecipient for a minimum of three years post-disposal.

TO BE COMPLETED BY AN AUTHORIZED REPRESENTATIVE:

_____ Name	_____ Title
_____ Signature	_____ Date

FOR INDYGO INTERNAL USE ONLY:

Approved: <input type="checkbox"/>	Denied: <input type="checkbox"/>
Reviewer:	
Comments:	

_____ Signature	_____ Date
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POST-DISPOSITION GUIDANCE

Following the disposition of equipment that was purchased with IndyGo-administered federal funding, the subrecipient is responsible for the following:

- Update equipment inventory to reflect the disposition.
- Retain all records of the disposition for a minimum of three years post-disposal. This includes, but is not limited to, the following:
 - Pre-Disposition Approval Request Form
 - Post-Disposition Notification Form
 - Proof of payment, receipt, or other proof of disposition
 - All insurance documentation, if applicable

For assistance, contact Ryan Wilhite (rwilhite@indygo.net or 317-536-2660).