

## EQUIPMENT DISPOSITION FORM – INDYGO SUBRECIPIENTS

### PRE-DISPOSITION GUIDANCE

All grantees must obtain approval from IndyGo *before* the disposition of equipment that was purchased with IndyGo-administered federal funding. **When requesting approval via the Pre-Disposition Approval Request Form, the subrecipient should be sure to communicate the following:**

1. A description of the asset(s) that includes:
  - a. Type of equipment & use
    - i. EX: Laptops for administrative staff
  - b. Manufacturer, model, & year
    - i. EX: Lenovo ThinkPad X1, 2019
  - c. Count
    - i. The number of assets to be disposed of.
    - ii. **NOTE:** If multiple types of equipment are being disposed of, the subrecipient should complete a separate form for each different type of equipment. The same applies to assets with the same model type but different model years - separate form for each different year.
2. The remaining useful life of the asset(s).
  - a. Disposition approval and post-disposition requirements may be dependent upon whether there is useful life remaining.

Following the initial approval, all grantees must notify IndyGo immediately *after* the disposition of equipment that was purchased with IndyGo-administered federal funding. **When providing notification via the Post-Disposition Notification Form, the subrecipient should communicate the following:**

1. The type of disposition.
  - a. EX: Insurance claim due to total loss
  - b. Post-disposition requirements may differ depending on type of disposition. All additional requirements will be communicated by IndyGo staff.
2. The dollar amount or estimated value, depending on type of disposition.
  - a. Document the **sale price** if the equipment was sold.
  - b. Document the **settlement amount** if the equipment was disposed of via insurance settlement.
  - c. Document the **fair market value** for all other forms of disposition.

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

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### PRE-DISPOSITION APPROVAL REQUEST

All grantees must obtain approval from IndyGo *before* the disposition of equipment that was purchased with IndyGo-administered federal funding. Equipment Disposition Forms must be submitted to [rwilhite@indygo.net](mailto:rwilhite@indygo.net). For assistance, contact Ryan Wilhite (317-536-2660).

**In the event of damage or loss that necessitates an insurance claim, attach claim documentation to this form.**

<b>Grantee Name:</b>		<b>Date:</b>	
Asset Description: (Use, manufacturer, model, year, & count)			
Serial, Model No, or Stock Code:			
Reason for Disposal:			
Condition: (Good, Fair, Poor)			
Useful Life Remaining:			
Purchase Price:			
Federal Share of Purchase Price:			
Federal Funding Source: (5310, 5339, etc.)			
Federal Award Identification Number (FAIN):			
Date Purchased: (MM/YY)			
Date Placed into Service: (MM/YY)			
Date Removed from Service: (MM/YY)			
Planned Disposal Method: (Sale, Scrap/Salvage, etc.)			

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