

## DISPOSITION REQUEST/REPORT: ATTACHMENT TO SF-428

Federal Grant or Other Identifying Number Assigned by Federal Agency (Block 2 of SF-428)

1. Request Disposition Instructions for:	For Agency Use Only	
<b>a. Federally-owned Property</b> <i>(Select one or more and attach Supplemental Sheet SF-428S or recipient equivalent)</i> (i) ___ Request Federal Agency disposition instructions (ii) ___ Other (Specify in Block 8 "Comments" or attach request)	Agency response to requested disposition of Federally owned property:  (i) Recipient request approved ___ denied ____. (ii) Dispose in accordance with attached instructions _____.	
<b>b. Acquired Equipment with current fair market value of \$5,000 or more</b> <i>(Select one or more and attach Supplemental Sheet SF-428S or recipient equivalent)</i> (i) ___ Request approval to trade-in or sell to offset costs of replacement equipment (ii) ___ Request Federal Agency disposition instructions	Agency response to requested disposition of acquired equipment:  (i) Recipient request approved ___ denied ____. (ii) Dispose in accordance with attached instructions _____.	
	Authorized Awarding Agency Official	
	Signature:	Date:
	Name:	Phone:
	Title	Email

**2. Report Disposition by Sale or Retention**

a. \_\_\_ Retention of acquired equipment for use on non Federally supported projects  
 b. \_\_\_ Sale of acquired equipment  
 (Attach Supplemental Sheet SF-428S or recipient equivalent and complete worksheet below)

Sale proceeds (or estimate of current fair market value).....	\$ _____
Percentage of Federal participation .....	_____ %
Federal share .....	\$ _____
Selling and handling allowance .....	\$ _____
<b>Amount remitted to the Federal Government.....</b>	<b>\$ _____</b>

**3. Report Loss, Destruction or Theft of Federally-owned Property**

\_\_\_ Loss, Destruction or Theft of Federally-owned property  
 (Attach Supplemental Sheet SF-428S or recipient equivalent and describe the circumstances in Block 9)

**4. Comments**

# SF-428 DISPOSITION REQUEST/ REPORT ATTACHMENT INSTRUCTIONS

## A. General Instructions:

This Attachment is to be used by recipients when required to request disposition instructions or to report disposition of Federally-owned property or acquired equipment under Federal assistance awards at any time other than award closeout (i.e., during the award period or after closeout as long as the Federal government retains an interest in the item).

Recipients provided Federally-owned property for use under Federal assistance awards are required to request disposition instructions from the awarding agency when the Federally-owned property is no longer needed for the authorized purpose. Recipients may be required to request disposition instructions for equipment acquired with award funds (acquired equipment) when an item is no longer needed for use on Federally-sponsored activities. Recipients may also be required to provide compensation to the awarding agency when acquired equipment is sold or retained for use on activities not sponsored by the Federal government. This attachment is intended to assist recipients in providing appropriate information to the awarding agency. Note: If the Federal awarding agency has exercised statutory authority to vest title to acquired equipment in the recipient with no further obligation to the Federal government, you are not required to request disposition instructions or to report disposition (i.e., sale or retention for non Federal use) of those items of equipment.

**Federal Grant or Other Identifying Number Assigned by Federal Agency.** Enter the Federal grant, cooperative agreement or other Federal financial assistance award instrument number or other identifying number assigned to the Federal financial assistance award.

**1. Request Disposition Instructions for:** Use this section to request Federal awarding agency disposition instructions when required by the award provisions.

**a. Federally-owned Property.** Consists of items that were furnished by the Government or equipment acquired with award funds when the award provisions specify that title to the equipment vests in the Federal Government upon acquisition. Check applicable blocks to indicate the requested Federal awarding agency action for items that are no longer needed for use on the award specified in Block 2.

- (i) To request Federal agency disposition instructions
- (ii) To request a specific disposition, e.g., transfer to another award.

**b. Acquired Equipment with a current fair market value of \$5,000 or more.** Note: Fair market value means the best estimate of the gross sales proceeds if the property were to be sold in a public sale. Check applicable blocks to indicate the requested Federal awarding agency action

- (i) To request approval to trade in or sell to offset costs of replacement equipment
- (ii) To request Federal agency disposition instructions for equipment acquired with award funds

**2. Report Disposition by Sale or Retention.** Use this section when required to compensate the Federal awarding agency for its interest in acquired equipment with a current fair market value of \$5,000 or more that you have sold or retained for use on non Federally supported activities. Check applicable blocks to indicate the type of action being reported and complete the worksheet to calculate the amount of compensation due to the awarding agency for its interest in the equipment.

- a. Retention of acquired equipment for use on non Federally supported projects.
- b. Sale of acquired equipment

### Worksheet

- (i) Enter the total amount received, if the equipment has been sold. Enter an estimate of the current fair market value, if the equipment will be retained for use on non Federally funded projects.
- (ii) Enter the percentage of Federal Government participation in the award under which the equipment was acquired.
- (iii) Enter the dollar amount of sales proceeds (or estimate of current fair market value) times the percentage of Federal Government participation listed in (ii).
- (iv) If the equipment was sold, enter the amount of selling and handling expenses. Enter zero if the equipment will be retained for use on non-Federally funded projects.
- (v) Enter the amount of the Federal share in (iii) less the selling and handling expense listed in (iv). Indicate in Block 8 how the funds are being returned to the government. For example, attached check made out to the Awarding Agency/U.S. Treasury or electronic remission.

**3. Report Loss, Destruction or Theft of Federally-owned Property.** Use this section to notify the awarding agency. Check block to indicate that Federally-owned property has been, lost damaged or stolen, list the item(s) on SF-428S or recipient equivalent and describe the circumstances in Block 9.

**4. Comments.** Provide any explanations or additional information in this block. Attach additional sheets if necessary.

**Agency use only.** This section is reserved for Federal agency use only.