

# TANGIBLE PERSONAL PROPERTY REPORT

## Disposition Request/Report SF-428-C

OMB Number: 4040-0018  
Expiration Date: 6/30/2020

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



1. Request Disposition Instructions for:	For Agency Use Only						
<p><b>a. Federally-owned Property</b> (<i>Select one or more and attach Supplemental Sheet SF-428S or recipient equivalent</i>)</p> <p><input type="checkbox"/> (i) Request Federal Agency disposition instructions</p> <p><input type="checkbox"/> (ii) Other (Specify in Block 4 "Comments" or attach request)</p>	<p>Agency response to requested disposition of Federally owned property:</p> <p><input type="checkbox"/> (i) Recipient request approved      <input type="checkbox"/> denied</p> <p><input type="checkbox"/> (ii) Dispose in accordance with attached instructions:</p>						
<p><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>)</p> <p><input type="checkbox"/> (i) Request unconditional transfer of title with no further obligation to the Federal Government</p> <p><input type="checkbox"/> (ii) Request Federal Agency disposition instructions</p>	<p>Agency response to requested disposition of acquired equipment:</p> <p><input type="checkbox"/> (i) Recipient request approved      <input type="checkbox"/> denied</p> <p><input type="checkbox"/> (ii) Dispose in accordance with attached instructions:</p>						
	<p>Authorized Awarding Agency Official:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Signature:</td> <td>Date:</td> </tr> <tr> <td>Name:</td> <td>Phone:</td> </tr> <tr> <td>Title:</td> <td>E-Mail:</td> </tr> </table>	Signature:	Date:	Name:	Phone:	Title:	E-Mail:
Signature:	Date:						
Name:	Phone:						
Title:	E-Mail:						

**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*)

<input type="checkbox"/> Sale proceeds or <input type="checkbox"/> Estimate of current fair market value .....	\$	<input style="width: 95%;" type="text"/>
(ii) Percentage of Federal participation .....		<input style="width: 95%;" type="text"/> %
(iii) Federal share .....	\$	<input style="width: 95%;" type="text"/>
(iv) Selling and handling allowance.....	\$	<input style="width: 95%;" type="text"/>
(v) <b>Amount remitted to the Federal Government</b> .....	\$	<input style="width: 95%;" type="text"/>

**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 4*)

**4. Comments**

## Instructions for Disposition Request/Report: SF-428 Attachment C

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### 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. Check applicable boxes 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 gross sales proceeds if the property were to be sold in a public sale. Check applicable boxes 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) multiplied by 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 supplies 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 4 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.

**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.