

## **INSTRUCTIONS FOR COMPLETING A DISPOSITION OF PROPERTY FORM – DA-110**

Download the DA-110 form from the Property Accounting Services section of the Comptroller's Office website ([www.comptroller.ku.edu](http://www.comptroller.ku.edu)). The following fields may require completion by the department:

Contact Person: Type the name of the person who can answer questions regarding the use and condition of the items listed. This field must be completed.

Phone Number: Type the phone number of the contact person. This field must be completed.

Department Number: Type your seven-digit department number used for tracking inventory and your department name. This field must be completed.

Property Number: Type the property (Asset ID) number. If the item being disposed of is not tracked (and has never been tracked) in the Asset Management system, type NOCI for Not On Current Inventory. This field must be completed.

Sub Obj Code: Leave blank.

Inv Src: Inventory Source: Leave blank.

Inventory Cost: This is the inventory cost of the item.

Description: Type a description of the item including manufacturer, model and serial number. This field does not automatically wrap to the next line – please keep this in mind when completing the form. This field must be completed.

Cond Code: Condition code - The list is at the bottom left-hand corner of the form. Always use one of the codes. If none of the conditions listed fits, use 7 and specify the condition. This field must be completed.

Disposition Code AGY: This is the disposition code you are requesting Kansas State Surplus Property to approve. Use the codes located at the bottom middle section of the form. This field must be completed.

Explanation or Remarks: This field may be used if an explanation or further information is necessary.

Although departments do not complete the following fields, the information provided below may be of assistance:

Agency Disposition No.: The Property Accounting Office will assign a sequential number used for tracking.

Disposition Code KSSP: This column is used by the Property Accounting Office. We will specify the disposal option that has been approved.

Once the DA-110 has been completed, save the file as an Excel file. You may use whatever file name you'd like, but may want to choose something that has meaning to you or your department. To submit the form to the Property Accounting Office, attach the file to an e-mail and send it to [da110@ku.edu](mailto:da110@ku.edu). Please do not send a paper copy to the Property Accounting Office – this will only delay processing of the form. If you need to dispose of more items than will fit on the form, you will need to complete additional forms, save each under a different file name and attach all the files to the e-mail.

Please save the e-mail until you have received a photocopy indicating approval. If you need to follow-up with Property Accounting regarding a pending form, you will need to provide the date the e-mail was sent.

Once the DA-110 is approved, a photocopy is returned to the department reflecting the approved disposition code, signatures and the DA-110 number that was assigned by Property Accounting.

A Disposition of Property form is no longer required for items whose original unit cost was less than \$5,000.00.

Should you have questions or need assistance, please contact the Property Accounting Office at 4-5975.