

**NEVADA DIVISION OF STATE PARKS
PROPERTY DISPOSITION REPORT**

TO: Division of State Parks
901 S. Stewart St., Ste. 5005
Carson City, NV 89701-5248

FROM: _____
TELEPHONE: _____

MONTHLY REPORT OF LOST, STOLEN, TRANSFERS, EXCESS EQUIPMENT AND OTHER. This report must be submitted in accordance with NRS 333-220, paragraph 2. Each region headquarters and park shall submit the report by the 10th each month for all equipment that was lost, stolen, transferred, traded, donated, sold or disposed to the division office. The list must be prepared by the officer entrusted with custody of the equipment and be approved by the officer's supervisor, or the head of the region/agency.

The items listed below are: (Use a separate form for each action)

_____ **EXCESS** to the needs of this department. Request pickup of property. Point of contact and telephone number are provided.

_____ **BEYOND REPAIR.** Recommend property be junk. Provide explanation of condition.

_____ **STOLEN/LOST/MISSING.** Attach a police report describing the circumstances, per State Parks Policy 71-3, Rule 7 & 8.

_____ **DONATED EQUIPMENT.** Attach invoice or other documentation supporting the equipment. Provide description, make, model, serial number, date acquired, cost and brief explanation on who donated the equipment and why (e.g. in lieu of grazing fees, park donation, etc.). Computers donated; provide serial number, model, make, cost, etc.

_____ **STATE ID TAG REQUEST.** Duplicate _____ New _____
If NEW, please provide the agency account coding and a copy of the invoice for all items needing a new tag.
FUND _____ AGENCY _____ APPR UNIT _____ OBJECT _____ LOC CODE _____

_____ **TRANSFER:** From LOC CODE _____ To LOC CODE _____

Signature of Receiving Agency _____ **Date** _____

_____ **OTHER.** Please provide complete explanation.

| STATE ID # | PARK ID # | CAT. CODE (e.g. 005) | DETAILED DESCRIPTION OF PROPERTY (SERIAL & MODEL #s, etc.) | COST |
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(Person completing form)

(Title)

(Date)

(Regional Manager/Administrator)

(Title)

(Date)