United States Department of Agriculture

**Report of Transfer or Other Disposition or Construction of Property**

Report No.

Date

1. Type of Transaction (Report each type separately)

☐ Transfer ☐ Sale ☐ Trade In ☐ Donation

☐ Construction ☐ Rehab ☐ As-Is

2. Authorization Reference

3. Proceeds Received

$

| 4. Reporting Agency | 5. Receiving Agency (Or Name of Purchaser or Donee): | |
|---|---|---|
| A. Organizational Unit | A. Organizational Unit (Or Address of Purchaser) | |
| B. Location | B. Location | |
| C. Signature | C. Signature | |
| D. Title | D. Title | E. Date |

6. Property Items

| Quantity (Or Prop. No.) | Item Description (Give Full Details Including Serial Numbers, If Any, and Condition Code) | Inventory Value |
|---|---|---|
| | | |

## Certifications of Property and Fiscal Officers

7. Property Officer: This transaction is completed and the necessary entries have been made to adjust the property records proceeds, if any, are to be deposited to:

8. Fiscal Officer

A. ☐ The sum indicated below has been received in payment for the property disposed of.

B. ☐ The necessary entries have been made to adjust the accounting records.

| Signature | Date | Amount ($) / Schedule No. | Signature | Date |
|---|---|---|---|---|
| | | | | |

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