**White Earth Reservation Property Transfer/Disposal Form**

Please complete this form whenever property is passed to another individual or program and when property is disposed of. Send completed form to: White Earth Tribal Finance Attn: Mary Metelak , P.O. Box 418, White Earth, MN 56591 or scan and e-mail to: mary.metelak@whiteearth-nsn.gov

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| **Property Description** | **Serial #** | **Tag #** | **Disposal Transfer** **(check one)** | **Reason Disposed** | **Transferred To****(Person)** | **Department** |
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Signature of Transfer/Disposal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Receiver: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approval of Inventory and Procurement Specialist:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Note: Do not dispose of inventory items until approved by Inventory & Procurement Specialist. All personal computers – both desktop and portable models, cameras and any items with potential sensitive material must be transferred to the IT Department to have data completely removed before they are disposed of.

*Note: If you suspect that property has been stolen please notify the WE Police Department and attached a Police Report along with your explanation to this form.*