**WIA/WIOA Property Disposition Plan Form**

(Only for property with a unit acquisition cost of $5,000 or more) Page 1 of 2

1. Local Workforce

 Development Area

GENERAL INFORMATION

3. Date Submitted:

4. Contact Person

 Name and Number:

2. Fiscal Agent Name:

 Address:

 Name:

 Telephone Number:

 Fax Number:

 E-Mail Address:

**WIA/ WIOA PROPERTY DISPOSITION**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  5. Item Number | 6. Condition of Property (Enter Code Letter) | 7. Description of WIA/WIOA Property for Disposition | 8. WIA/WIOA Inventory Tag Number | 9. Number of units | 10. DateAcquired | 11. UnitAcquisitionCost ($) | 12. Current Fair Market Value($) | 13. ProposedSale PricePer Unit($) |
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 **SUPPORTING WIA/WIOA PROPERTY DISPOSITION INFORMATION**

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| --- | --- |
| 14. Item Number from previous page, column 5. | 15. Information Pertaining to the Disposition of WIA/WIOA Property |
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CERTIFICATION: To the best of my knowledge, the information contained herein is accurate, fairly stated, and reported in accordance with

 Federal and Commonwealth policy, regulations and procedures.

Authorized Signatory

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 B**UREAU OF WORKFORCE DEVELOPMENT ADMINISTRATION USE ONLY**

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approving Authority

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Instructions for completing the WIA/WIOA Property Disposition Plan Form**

(only for property with a unit acquisition cost of $5,000 or more)

After completion, retain the original and mail or email a copy of the form to the Bureau of Workforce Development Administration. The fiscal resource account email is RA-LIBWDA-FISCALOPS@pa.gov.

**General Information**

Item 1. Enter the name and number of the Local Workforce Development Area.

Item 2. Enter the fiscal agent’s name and address.

Item 3. Enter the date that the WIOA/WIA Property Disposition Plan is being submitted.

Item 4. Enter the contact person’s name, phone number, fax number, and email address.

**WIOA Property Disposition Information**

Item 5. List in numerical sequence by tag number each unit of WIA/WIOA property proposed for disposition.

Item 6. Enter the condition of each item utilizing the following codes:

E = Excellent condition

G = Good condition

F = Fair condition

P = Poor condition

S = Scrap (property is obsolete or unusable)

 Item 7. Enter the description of each item of property including manufacturer’s serial number (if applicable).

Item 8. Enter the WIOA/WIA inventory tag number

Item 9. Enter the number of individual units of each item.

Item 10. Enter the acquisition date of each item.

Item 11. Enter the unit acquisition cost of each item.

Item 12. Enter the current fair market value for each item.

Item 13. Enter the proposed sale price per unit.

**Supporting WIA/WIOA Property Disposition Information**

Item 14. Enter the item number from Item 7 when additional detailed information is required.

Item 15. Provide any additional information deemed necessary or required. In addition, enter the method used to determine the fair market value (e.g. for vehicles, the NADA Red Book value) and attach supporting documentation.

**Certification**

After completion and verification of inventory data, the fiscal agent must sign and date the form.

 Print the name and title of the authorized signatory.

 Sign the form.

 Enter the date.

**BWDA Use Only** – leave blank

The Bureau will complete as needed, indicating any pertinent comments or instructions on the disposition of the property.

After completion, the Bureau will retain a copy and email the form back to the fiscal agent.