

STATE OF CALIFORNIA
PROPERTY SURVEY REPORT

CAL FIRE 152 (Rev 01/2015)

**Record of disposition (lost, stolen or destroyed property—
Record as of the date such determination was made).**

**Authority is requested to dispose of the following State
Property.**

**Identify chosen Disposition Code number here:
(Different Disposition Codes must be listed in individual CALFIRE 152's)**

RETURN TO:		CAL FIRE DOCUMENT NUMBER	INCIDENT NUMBER
REPORTING DEPARTMENT/PROGRAM/UNIT NAME		Enter YOUR Unit Name	Given By BSO
ADDRESS		YOUR Location	Fire Incident Number
Enter YOUR Address		YOUR Location	Fire Incident Name
CITY	ZIP CODE	BILLING CODE NUMBER (REQUIRED)	DATE
Enter YOUR City	Enter YOUR Zip	YOUR Billing Code	Date Submitting
EMAIL ADDRESS	CONTACT PERSON/IT COORDINATOR	TELEPHONE NUMBER	PAGE NUMBER
YOUR Email	YOUR Name	YOUR Telephone Number	OF

ITEM DETAILED DESCRIPTION - MANUFACTURER / MODEL/SERIAL NUMBER (REQUIRED INFO)	SANITIZATION REQUIRED Y/N*	QUANTITY	STATE IDENTIFICATION (TAG) NUMBER (1)	PRESENT CONDITION CODE **	ESTIMATED YEAR PURCHASED	ORIGINAL COST (IF KNOWN)	PRICE OFFERED (2)	PRICE RECEIVED (3)
1. Write a CLEAR Description of the Property.								
2.								
3.								
4.								
5.								
6.								

(1) PROPERTY TAG NUMBER OR E NUMBER FOR VEHICLE (2) ESTIMATE PRICE OFFERED (3) AMOUNT ALLOWED IF SOLD

****PRESENT CONDITION CODES: E = EXCELLENT OR NEW, N = NON WORKING, G = GOOD, F = FAIR, P = POOR, J = JUNK OR BROKEN, O = OTHER (EXPLAIN)**

***DISPOSITION CODES**

- TRADE-IN (SHOW TRADE-IN PRICE OFFERED)
- SALE (SEE SAM SECTION 3520)
- VALUELESS, UNABLE TO BE RECYCLED (TO BE LEGALLY/SAFELY DISPOSED OF)
- LOST, STOLEN OR DESTROYED (REFER TO SAM SECTION 8643)
- TO BE CANABALIZED (SALVAGED FOR PARTS)
- SCRAP/SALVAGE (TO BE RECYCLED) *NOTE: FOR E-WASTE USE # 10*
- DONATION TO AN ELIGIBLE ORANIZATION / PUBLIC SCHOOL (SEE SAM 3520.5)
- SHIP TO PROPERTY REUSE PROGRAM (NO POOR OR JUNK MATERIAL)
- SB 493 – DISPOSITION OF TECHNOLOGY TO PUBLIC COMPUTER CENTER
- UNIVERSAL WASTE (E-WASTE) – RECYCLER / SALVAGE DEALER

EXPLANATION—REASONS FOR PROPOSED DISPOSITION OF EACH ITEM:

**A SHORT EXPLANATION FOR WHY YOU ARE DISPOSING OR DONATING THESE ITEMS:
BROKEN, JUNK, NO LONGER NEEDED, DESTROYED ON AN INCIDENT, ETC.**

FOR DISPOSITION CODE # 7 – LIST THE ELIGIBLE ORGANIZATION / PUBLIC SCHOOLHERE:

CONTACT BSO/SPC FOR LIST OF ELIGIBLE SCHOOLS

Donations made to a non-profit organization must be from the DGS Surplus Property County Listings.

***SANITIZATION IS REQUIRED FOR ANY EQUIPMENT THAT MAY HAVE CONFIDENTIAL, SENSITIVE, OR PERSONAL INFORMATION STORED ON DEVICE**

DO NOT DISPOSE OF ANY ELECTRONIC EQUIPMENT IN A LANDFILL

TWO (2) APPROVING SIGNATURES BELOW

The above statements regarding state property are true and correct;
culpable negligence (**check appropriate box**)

was was not

involved in loss, theft, or damage; the disposition proposed is best for
the public interest.

CERTIFICATION OF DISPOSITION

The above described property was disposed of as follows:

**BRIEF DESCRIPTION OF HOW PROPERTY
WAS DISPOSED**

REVIEWED BY CAL FIRE/BSO STATE PROPERTY OFFICE

FOR CAL FIRE/BSO REVIEW, TRANSMIT TO:

CAL FIRE
State Property Office
1700 N. Market Blvd, Suite 105
Sacramento, CA 95834

SIGNATURES (A minimum of two signatures required)	DATE SIGNED	DISPOSAL DATE	FOR QUESTIONS, CONTACT CAL FIRE/BSO STATE PROPERTY COORDINATOR.
1. CONTACT PERSON/IT COORDINATOR			
1. YOU SIGN		DATE PROPERTY WAS DISPOSED	
2. SUPERVISOR/MANAGER SIGNATURE		SIGNATURE (<i>Person Supervising Disposal of the Property</i>)	PRINTED NAME
2. YOUR MANAGER SIGNS		WHOEVER DISPOSED PROPERTY SIGN	FOR BSO SPC TO SIGN
3. STATE PROPERTY COORDINATOR		TITLE	DATE
3. BSO SPC SIGNS		POSITION/TITLE	

****RED HIGHLIGHTED BOXES ARE TO BE SIGNED AND FILLED OUT AFTER YOU HAVE A DOCUMENT NUMBER FROM BSO AND THE PROPERTY HAS BEEN DISPOSED. DO NOT SEND IT TO BSO FOR APPROVAL WITH THESE BOXES ALREADY SIGNED. THIS IS THE FINAL STEP TO COMPLETE THE FORM.**