

PROPERTY DISPOSAL ACTION (PDA) FORM

The PDA, a multi-use form, is used by Accountable Property Officers (APO) and the Office of Contracting & Procurement's (OCP) Surplus Property Division (SPD) to facilitate the disposition of the excess and surplus personal property of the Government of The District of Columbia. APO's use the PDA to identify and report the personal property owned by or in the custody of their Department/Agency (which has been determined to be excess to its needs/requirements) to the SPD and to request a disposition determination from the SPD. The SPD uses the PDA to survey personal property reported as excess by the various District government departments/agencies; to communicate disposition/disposal instructions to APO's for personal property reported as excess; to declare excess personal property surplus, when no known need exists for the property in the Government of the District of Columbia; and to grant/communicate authorization for the sale, disposal, destruction and/or abandonment of surplus personal property.

INSTRUCTIONS

(Please type or print in black or blue ink)

From: This section is generally self-explanatory. Provide the name of the Department and Agency/Division, the Address, and Telephone Number of the organizational unit owning or having custody of the property to be reported for disposition. Assign and include a PDA Number for the document (the PDA No. is a document identifier number assigned by the reporting department/agency. It usually consists of an agency identifier, the fiscal year and a sequential numerical identifier, e.g. OCP-02-001); and include the date the document was prepared.

Quantity: Indicate the quantity (number) of a particular piece of property or line item that is being reported for disposition.

Description: Provide a description of (define) each piece of property or line item being reported for disposition. Include descriptive information such as the item name, noun or nomenclature, manufacturer or make, model or serial number, type, material or other descriptive characteristics.

Unit: Identify the unit of issue of each piece of property or line item being reported for disposition; e.g. Each (Ea), Package (Pkg), Hundreds (Hd), Set (St), Case (Cs), Bundle (Bd), etc.

Acquisition Cost: Provide both the unit and total acquisition costs for each line item of property reported for disposition. The acquisition cost is the cost to the original owner of the property at the time of purchase, or the cost to the owning/custodial agency of the property at the time of acquisition if any such cost were incurred. Unit cost is the cost per unit of issue and total cost is a product of the unit cost times the quantity.

If the actual acquisition cost is unknown, provide the most intelligent and accurate estimate possible, but **do not** leave Acquisition Cost blank.

Total: Indicate the total acquisition cost of all property reported for disposition on the PDA (add the total acquisition costs of all line items).

Action Requested: This section provides the APO a means to communicate his/her intentions to the SPD and to request a disposition determination for the property reported. The APO should check the appropriate box, *Excess to the needs/requirements of this activity; Request authorization to transfer to; Request authorization for trade-in/exchange sale;* or *Other* as is appropriate to either the status of the property reported for disposition and/or the APO's intentions for the property or both. Check the appropriate box(es) indicating as to whether the property reported for disposition is *Serviceable or Unserviceable, or Repairable or Uneconomical to repair.*

If requesting transfer of the property to another entity of the Government of the District of Columbia (DC Government Property cannot be transferred to any entity out side of the DC Government) provide the name of the agency, the name of an agency contact person and a telephone number for the contact.

If requesting authorization for *Trade-in or Exchange Sale* (exchange sale is the sale of personal property in exchange for like replacement property, credit or future monetary consideration) of the property reported for disposition, provide the name of the organization or business entity with whom the proposed trade or exchange sale will be made, the name of a contact person with-in that organization or business and a telephone number for the contact.

If requesting authorization for any *Other* disposition, provide complete and detailed information regarding the request in the space indicated and/or attach additional documentation as necessary.

Signature: The Accountable Property Officer of the Department/Agency owning and/or having custody of the property is to sign the PDA and forward it to the SPD for disposition (the APO is a supervisory or administrative employee appointed by the Department Head and vested with the authority and responsibility of effecting the physical and fiscal accountability of the personal property assigned).

If the APO is unavailable to sign the PDA, it may be signed by a duly authorized and/or designated alternated. Otherwise, the Department Head must sign the PDA.

Disposition Determination: This section of the PDA is to be completed by the Personal Property Division. **No entries are required, and none should be made, by the reporting agency.**

