



Virgin Islands Port Authority

Fixed Asset Sale/Disposal Form

Releasing Custodian Name	Releasing Custodian Signature	Department	Date	REPORT #
Form Prepared By	Complete Address, Phone Number			

Additional Information	Condition Codes
	1. New 2. Used-Good 3. Used-Fair-Poor 4. Repairs required-Good 5. Repairs required-Poor 6. Salvage 7. Scrap

Additional Information	Qty	Description, Mfg, Model, Serial No., Color	Condition Code		Orig. Value	Current Value	Gain/(Loss)
						\$0.00	\$0.00
					\$0.00	\$0.00	\$0.00

For more information on disposals contact:							
Reviewer:				Phone:			

Releasing Certification
Please Note: This form must be approved before sale/disposal:

APPROVED:			
<u>Carlton Dowe</u> <u>Date</u>		<u>Anna Penn</u> <u>Date</u>	
Executive Director		Chief Financial Officer	
<u>Takola Creque-Forde</u> <u>Date</u>		<u>Tisha Lake</u> <u>Date</u>	
Fixed Asset Manager		Controller	