



Memorandum

To: Asset Manager

From: _____
Transit Subrecipient Agency Name

Date: _____

Subject: Request for Permission to Dispose of Equipment Capital Asset

The Transit Subrecipient is requesting permission to dispose of the equipment listed below.

Note: If the equipment is being transferred, a letter from the each Agency must be attached.

Serial or Agency Number	Type of Equipment	Number of Years for Useful Life	Reason for Disposal:

Signature of Authorized Staff for Subrecipient

Date of Request

Information may be emailed to TDOT.MultimodalAdmin@tn.gov or mailed to TDOT Public Transportation Section, James K. Polk Bldg., 505 Deaderick St., Suite 1200, Nashville, TN 37243, ATTN: Asset Manager.

Note: *When the disposal of the equipment is complete, the Final Disposal of Equipment Capital Asset Information Sheet must be completed with proper supporting documentation, which is listed on the final disposal sheet. Disposal of the equipment should occur within ninety (90) days of the date of permission on this memorandum.*

Signature of Public Transportation Staff

Date of Permission

Due Date for Paperwork