**AD-107 (11/89)**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| United States Department of Agriculture | | | | | | | Report No. | | | | |
| REPORT OF TRANSFER OR OTHER DISPOSITION OR CONSTRUCTION OF PROPERTY | | | | | | |  | | | | |
|  | | | | | | | Date | | | | |
| 1. Type of Transaction *(Report Each Type Separately)* | | | | | 2. Authorization Reference | |  | | | | |
|  | | | | |  | | 3. Proceeds Received | | | | |
| Transfer  Sale  Trade In  Donation  Construction  Temporary Loan Record | | | | |  | | **$** | | | | |
| 4. Reporting Agency | | | 5. Receiving Agency *(Or Name of Purchaser or Donee)* | | | | | | | | |
|  | | |  | | | | | | | | |
| A. Organizational Unit | | | A. Organizational Unit *(Or Address of Purchaser)* | | | | | | | | |
|  | | |  | | | | | | | | |
| B. Location | | | B. Location | | | | | | | | |
|  | | |  | | | | | | | | |
| C. Signature | | | C. Signature | | | | | | | | |
|  | | |  | | | | | | | | |
| D. Title | | | D. Title | | | | | | E. Date | | |
|  | | |  | | | | | |  | | |
| 6. Property Items | | | | | | | | | | | |
| Quantity  *(Or Property No.)* | Item Description  *(Give Full Details Including Serial Number, If Any, and Condition Code)* | | | | | | | Inventory  Value | | | |
|  |  | | | | | | |  | | | |
| Certification of Property and Fiscal Officers | | | | | | | | | | | |
| 7. Property Officer: This transaction is completed and the necessary entries have been made to adjust the Property Records. Proceeds, if any, are to be deposited to: | | | | 8. Fiscal Officer  A.  The sum indicated below has been received in payment for the property disposed of.  B.  The necessary entries have been made to adjust accounting records. | | | | | | | |
|  | | | | Amount ($) | | Schedule No. | | | | | |
|  | | | |  | |  | | | | | |
| Signature | | Date | | Signature | | | | | | Date |
|  | |  | |  | | | | | |  |