

Review

- The Surplus Disposal Form (SDF) is required for agencies to delete assets from their inventory.
- An agency may enter no more than 500 items on each Surplus Disposal Form (SDF).
- You may save the SDF after the first item is entered and return to it at a later time.
- You may change or add items to the SDF after it has been submitted to M&R.
- The asset or property number for an item can be added or corrected by clicking the “EDIT” button.
- The Surplus Disposal Form (SDF) is used when M&R will handle the disposal of the property.
- The Certificate of Property Disposal (CPD) is used when the agency will handle the disposal of the property.