



SOUTH DAKOTA PROPERTY MANAGEMENT

South Dakota Bureau of Administration
1320 E. Sioux Avenue
Pierre, South Dakota 57501
(605) 773-4935
Fax: (605) 773-3837

This form must accompany the Trade-in
Request submitted to the Office of
Procurement Management

APPRAISAL SHEET

Requestor:	Date:
Department:	Telephone:
Purchase Date:	Fixed Asset No:
Purchase Cost:	Serial Number:
Year:	Make:
Hours/Mileage:	Model:
Description of Equipment:	
Condition of Equipment:	

Property Management Director Signature

Date

To be completed by Property Management

Appraisal Contact:	Appraisal valid for 90 days from this date:
Appraised Value:	
Comments:	