



Material Recycling and Disposal

Prepare a separate PS Form 969 for each category:
(Check appropriate box)

Capital Noncapital

Control No. (Locally assigned)

1. Requestor Name

2. Requestor Title

3. Date

4. Installation (City, State, ZIP + 4[®])

5. Finance No.

Disposal Codes and Methods. Enter one of the disposal codes shown at right (1 through 8) in block 10 below to indicate the method used to dispose of the material listed. Methods are listed in order of preference. Determine the necessary authorization and requirements for supervised destruction by consulting Handbook AS-701, *Material Management*.

Code and Method
 1—Trade-in
 2—Sale by the USPS installation
 3—Cannibalization for parts
 4—Sale for recycling
 5—Transfer to a federal agency or branch of the military
 6—Donation to a state agency, public body, etc.
 7—Destruction and/or disposal
 8—Adjustments (*Loss, theft, accidental damage, etc.*)

6. Capital ID No.	7. PSIN/NSN	8. Description (Serial/model no., brand name, brief description of deficiencies)	9. Supervised Destruction Requested	10. Disposal Code	11. Acquisition Year	12. Quantity	13. Unit Cost	14. Total Cost	15. Amount Received and AIC	16. Undepreciated Balance (Capital)
			<input type="checkbox"/>							
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The district material management specialist or designee Material Service Center must approve of the disposal of capital or sensitive items BEFORE final disposal. Sensitive items are identified in HBK AS-701. Handbook AS-701 also identifies items requiring special approval by other offices.

17. Manager Finance, District Material Management Specialist, Designee Material Service Center, or Other Required Special Approval Signature Date

Supervised Destruction Committee must witness the destruction of item(s) before final disposal if block 9 above is checked. At a minimum, the installation head/designee and the material accountability officer must comprise this committee.

18. Committee Member Signature and Title Date

19. Committee Member Signature and Title Date

Certification/acknowledgment that material was disposed of by method indicated.
(Completed for material — capital, sensitive, and expense.)

20. Material Accountability Officer Signature Date

21. Installation Head/Designee Signature Date

Completion and Distribution Instructions for PS Form 969 (A separate PS Form 969 must be completed for all material: capital, sensitive, and expense.)

Capital Material Instructions		Noncapital Material Instructions	
Blocks	Instruction	Blocks	Instruction
1-5	Self explanatory.	1-5	Self explanatory.
6	Enter the 6-digit capital ID number.	6	Leave blank.
7	Enter the national stock number (NSN) or Postal Service item number (PSIN).	7	Enter the national stock number.
8	Use the description on the inventory listing.	8	Enter the description including serial/model numbers, brand name, etc.
9	Determine the requirement for supervised destruction by consulting Handbook AS-701, <i>Material Management</i> . If required, check this box.	9	Determine the requirement for supervised destruction by consulting Handbook AS-701. If required, check this box.
10	Indicate the applicable 1-digit disposal code as defined near the top of the form.	10	Indicate the applicable 1-digit disposal code as defined near the top of the form.
11	Enter the year of acquisition as listed on the inventory listing. If unknown, approximate.	11	Enter the year of acquisition if known. If unknown, approximate.
12	Enter the number of items. Enter each capital item on a separate line.	12	Enter the number of items.
13	Enter the unit cost of each item.	13	Enter the acquisition cost of each item.
14	Leave blank.	14	Enter the extended cost for multiple items.
15	Record the dollar amount received if the item was sold or credit given if traded in. NOTE: PRIOR authorization for sale must be obtained from the Manager, Finance, or approved designee per HBK AS-701. Include the 3-digit AIC number (See HBK AS-701).	15	Record the dollar amount received if the item was sold or credit given if traded in. NOTE: PRIOR authorization for sale must be obtained from the Manager, Finance, or approved designee per HBK AS-701. Include the 3-digit AIC number (See HBK AS-701).
16	Enter the remaining depreciation (if known) or contact the district material management specialist.	16	Leave blank.
17-21	Signatures as indicated.	17-21	Signatures as indicated.

Distribution Instructions

- Requestor retains part 5, Originating Office Suspense, and forwards the remainder of the copies to the Manager, Finance, or other approving official, per Handbook AS-701.
- Manager, Finance, or appropriate approving official, will review and approve or disapprove any or all items on the form. At the approving official's discretion, concurrence of the appropriate budget coordinator will be sought. If disposal is approved, the appropriate approving official will retain part 4, Suspense File, and return the remaining copies to the originating office.
- The material accountability officer at the requesting installation will:
 - Take appropriate disposal action and obtain all required signatures.
 - Discard part 5, Originating Office Suspense.
 - Forward part 3, Notice of Completed Action, to the approving official.
 - File part 2, Originating Office Final.
 - Mail part 1, To ASC, and mail applicable PS Forms 961-A to: SAN MATEO ASC, US POSTAL SERVICE, 2700 CAMPUS DR, SAN MATEO CA 94497-9471.

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 - Discard part 1, To ASC, and part 5, Originating Office Suspense.
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 - File part 2, Originating Office Final.



Material Recycling and Disposal

Prepare a separate PS Form 969 for each category: (Check appropriate box) <input type="checkbox"/> Capital <input type="checkbox"/> Noncapital	Control No. (Locally assigned)
1. Requestor Name	2. Requestor Title
4. Installation (City, State, ZIP + 4 [®])	3. Date
5. Finance No.	

Disposal Codes and Methods. Enter one of the disposal codes shown at right (1 through 8) in block 10 below to indicate the method used to dispose of the material listed. Methods are listed in order of preference. Determine the necessary authorization and requirements for supervised destruction by consulting Handbook AS-701, *Material Management*.

- 1—Trade-in
- 2—Sale by the USPS installation
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- 4—Sale for recycling
- 5—Transfer to a federal agency or branch of the military
- 6—Donation to a state agency, public body, etc.
- 7—Destruction and/or disposal
- 8—Adjustments (*Loss, theft, accidental damage, etc.*)

6. Capital ID No.	7. PSIN/NSN	8. Description (Serial/model no., brand name, brief description of deficiencies)	9. Supervised Destruction Requested	10. Disposal Code	11. Acquisition Year	12. Quantity	13. Unit Cost	14. Total Cost	15. Amount Received and AIC	16. Undepreciated Balance (Capital)
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The district material management specialist or designee Material Service Center must approve of the disposal of capital or sensitive items BEFORE final disposal. Sensitive items are identified in HBK AS-701. Handbook AS-701 also identifies items requiring special approval by other offices.	17. Manager Finance, District Material Management Specialist, Designee Material Service Center, or Other Required Special Approval Signature	Date
	18. Committee Member Signature and Title	Date
Supervised Destruction Committee must witness the destruction of item(s) before final disposal if block 9 above is checked. At a minimum, the installation head/designee and the material accountability officer must comprise this committee.	19. Committee Member Signature and Title	Date
	20. Material Accountability Officer Signature	Date
Certification/acknowledgment that material was disposed of by method indicated. (Completed for material — capital, sensitive, and expense.)	21. Installation Head/Designee Signature	Date

Completion and Distribution Instructions for PS Form 969 (A separate PS Form 969 must be completed for all material: capital, sensitive, and expense.)

Capital Material Instructions		Noncapital Material Instructions	
Blocks	Instruction	Blocks	Instruction
1-5	Self explanatory.	1-5	Self explanatory.
6	Enter the 6-digit capital ID number.	6	Leave blank.
7	Enter the national stock number (NSN) or Postal Service item number (PSIN).	7	Enter the national stock number.
8	Use the description on the inventory listing.	8	Enter the description including serial/model numbers, brand name, etc.
9	Determine the requirement for supervised destruction by consulting Handbook AS-701, <i>Material Management</i> . If required, check this box.	9	Determine the requirement for supervised destruction by consulting Handbook AS-701. If required, check this box.
10	Indicate the applicable 1-digit disposal code as defined near the top of the form.	10	Indicate the applicable 1-digit disposal code as defined near the top of the form.
11	Enter the year of acquisition as listed on the inventory listing. If unknown, approximate.	11	Enter the year of acquisition if known. If unknown, approximate.
12	Enter the number of items. Enter each capital item on a separate line.	12	Enter the number of items.
13	Enter the unit cost of each item.	13	Enter the acquisition cost of each item.
14	Leave blank.	14	Enter the extended cost for multiple items.
15	Record the dollar amount received if the item was sold or credit given if traded in. NOTE: PRIOR authorization for sale must be obtained from the Manager, Finance, or approved designee per HBK AS-701. Include the 3-digit AIC number (See HBK AS-701).	15	Record the dollar amount received if the item was sold or credit given if traded in. NOTE: PRIOR authorization for sale must be obtained from the Manager, Finance, or approved designee per HBK AS-701. Include the 3-digit AIC number (See HBK AS-701).
16	Enter the remaining depreciation (if known) or contact the district material management specialist.	16	Leave blank.
17-21	Signatures as indicated.	17-21	Signatures as indicated.
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2. Manager, Finance, or appropriate approving official, will review and approve or disapprove any or all items on the form. At the approving official's discretion, concurrence of the appropriate budget coordinator will be sought. If disposal is approved, the appropriate approving official will retain part 4, Suspense File, and return the remaining copies to the originating office.		2. Manager, Finance, or appropriate approving official will review and approve or disapprove any or all items on the form. At the approving official's discretion, concurrence of the appropriate budget coordinator will be sought. If disposal is approved, the approving official will retain part 4, Suspense File, and return the remaining copies to the originating office.	
3. The material accountability officer at the requesting installation will:		3. The material accountability officer at the requesting installation will:	
a. Take appropriate disposal action and obtain all required signatures.		a. Take appropriate disposal action and obtain all required signatures.	
b. Discard part 5, Originating Office Suspense.		b. Discard part 1, To ASC, and part 5, Originating Office Suspense.	
c. Forward part 3, Notice of Completed Action, to the approving official.		c. Forward part 3, Notice of Completed Action, to the appropriate approving official.	
d. File part 2, Originating Office Final.		d. File part 2, Originating Office Final.	
e. Mail part 1, To ASC, and mail applicable PS Forms 961-A to: SAN MATEO ASC, US POSTAL SERVICE, 2700 CAMPUS DR, SAN MATEO CA 94497-9471.			



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3. Date	
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6. Capital ID No.	7. PSIN/NSN	8. Description <i>(Serial/model no., brand name, brief description of deficiencies)</i>	9. Supervised Destruction Requested	10. Disposal Code	11. Acquisition Year	12. Quantity	13. Unit Cost	14. Total Cost	15. Amount Received and AIC	16. Undepreciated Balance (Capital)
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Distribution Instructions	Distribution Instructions
1. Requestor retains part 5, Originating Office Suspense, and forwards the remainder of the copies to the Manager, Finance, or other approving official, per Handbook AS-701.	1. Requestor retains part 5, Originating Office Suspense, and forwards the remainder of the copies to the manager, Finance, or other approving official, per Handbook AS-701.
2. Manager, Finance, or appropriate approving official, will review and approve or disapprove any or all items on the form. At the approving official's discretion, concurrence of the appropriate budget coordinator will be sought. If disposal is approved, the appropriate approving official will retain part 4, Suspense File, and return the remaining copies to the originating office.	2. Manager, Finance, or appropriate approving official will review and approve or disapprove any or all items on the form. At the approving official's discretion, concurrence of the appropriate budget coordinator will be sought. If disposal is approved, the approving official will retain part 4, Suspense File, and return the remaining copies to the originating office.
3. The material accountability officer at the requesting installation will: a. Take appropriate disposal action and obtain all required signatures. b. Discard part 5, Originating Office Suspense. c. Forward part 3, Notice of Completed Action, to the approving official. d. File part 2, Originating Office Final. e. Mail part 1, To ASC, and mail applicable PS Forms 961-A to: SAN MATEO ASC, US POSTAL SERVICE, 2700 CAMPUS DR, SAN MATEO CA 94497-9471.	3. The material accountability officer at the requesting installation will: a. Take appropriate disposal action and obtain all required signatures. b. Discard part 1, To ASC, and part 5, Originating Office Suspense. c. Forward part 3, Notice of Completed Action, to the appropriate approving official. d. File part 2, Originating Office Final.