

Surplus Property Declaration Form

Please use this form when declaring any item of value as surplus.

Use a separate form for each capital item over \$5000.

FILLED OUT BY SURPLUS PROPERTY MANGER

Method of Disposal:

_____ Another State Agency _____ Public Sale _____ Landfill or Salvage Yard

Receipt # _____ Date _____ Amount Received

Surplus Manager's Signature _____

Date _____

FILLED OUT BY DEPARTMENT

Reason for Declaring Surplus:

Replace with new or similar technology

Obsolete, no replacement, or junk (please call 8061 to inspect before discarding)

Trade-in

Item(s) Description:

- 1.
- 2.
- 3.

If more items, please use a separate sheet to list all items.

Department Head Signature: _____

Date: _____

PLEASE PROVIDE THE FOLLOWING INFORMATION FOR CAPITAL INVENTORY ITEMS(THOSE ITEMS WHOSE ORIGINAL COST WAS \$5000 OR MORE)Send a copy to Jeffrey Kahler, Old Main 201, so the item can be removed from capital inventory

Capital Inventory Number:

Original Cost:

Model Number:

Serial Number:

Please forward this form to Facilities. Attach a completed workorder to have items moved. Call 8120 with any questions.