

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 \$5,000.

FILLED OUT BY SURPLUS PROPERTY MANAGER

Method of Disposal:

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

Receipt # _____ Date _____ Amount Received _____

Surplus Manager's Signature _____

FILLED OUT BY DEPARTMENT

Reason for Declaring Surplus:

- Replace with new or similar technology
- Obsolete, no replacement, or junk (please call Facilities to inspect before discarding)
- Trade-In

Item Description:

1. _____
2. _____
3. _____

Department Head Signature _____ **Date** _____

**PLEASE PROVIDE THE FOLLOWING INFORMATION FOR CAPITAL INVENTORY ITEMS:
(THOSE ITEMS WITH AN ORIGINAL COST OF \$5,000 OR MORE)**

Capital Inventory Bar Code Number _____ Original Cost _____
Model Number _____ Serial Number _____

Send a copy of this form to the Business Office, Old Main 206, so the item can be removed from capital inventory.

Please forward this form to Facilities Management and attach a completed work order to have the item(s) moved.