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

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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.