

Program Guidance 240.02 Attachment A
Tangible Personal Property



Surplus Property Form

TO: _____

From: _____

PAGE: _____

DATE: _____

ID Tag #	Description of Property (w/name, make, model # and manufacturer)	Physical Location of Property Being Made Surplus	Condition*	Serial Number	Comments	
						ADDRESS: CUSTODIAN DELEGATE: TELEPHONE NUMBER: FAX NUMBER:

*CONDITION OF PROPERTY: E = EXCELLENT; G = GOOD; F = FAIR; P = POOR;

I HEREBY CERTIFY THIS PROPERTY AS SURPLUS.

SUBMITTING CUSTODIAN SIGNATURE: _____