

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:   |
|----------|--|--|------------|---------------|----------|--|
|          |  |  |            |               |          | <b>CUSTODIAN DELEGATE:</b><br><br><b>TELEPHONE NUMBER:</b><br><br><b>FAX NUMBER:</b> |
|          |  |  |            |               |          |  |
|          |  |  |            |               |          |  |
|          |  |  |            |               |          |  |
|          |  |  |            |               |          |  |
|          |  |  |            |               |          |  |
|          |  |  |            |               |          |  |
|          |  |  |            |               |          |  |
|          |  |  |            |               |          |  |
|          |  |  |            |               |          |  |

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

**I HEREBY CERTIFY THIS PROPERTY AS SURPLUS.**

**SUBMITTING CUSTODIAN SIGNATURE:** \_\_\_\_\_