

MISCELLANEOUS
SURPLUS PROPERTY INFORMATION FORM

Description: _____

Condition: Very Good Good Fair Poor

Condition: Working Not Working Unknown

COMMENTS: _____

YEAR: _____ **MANUFACTURER:** _____

MODEL: _____ **MAKE:** _____

COLOR: _____

ASSET #: _____ **SERIAL #:** _____

ASSET VALUE: \$ _____ **ACCOUNT #:** _____

MINIMUM BID (If proposed sale of surplus property): \$ _____

DEPARTMENT: _____ **CONTACT PERSON:** _____

PHONE #: _____ **SIGNATURE:** _____
DATE: _____

INSTRUCTIONS:

- In order for the Surplus Property Office to process your request the following is required:
- A. If you want the Surplus Property Office to arrange to pick up your property, fill out the Surplus Property Information Form along with the FDP- 411A & 411B (if computer related equipment) form completely. The new surplus property forms (i.e. Miscellaneous, Equipment/Machinery, Vehicle, & Vessel) supplied with this memo needs to be completed and affixed securely to each piece of property before the pickup.
 - B. Fill in the 10-digit asset number. (Example: 96-0-0123456)
 - C. Fill in the description as it appears in FAMIS or Inventory Control Sheet.
 - D. Fill in the value of the part as listed in FAMIS or Inventory Control Sheet.
 - E. Must be completed by releasing department=s APO (Accountable Property Officer (or) Alternate APO.
 - F. If transfer to Surplus Property, this section will be completed by Surplus Property Personnel. If transfer is between departments, receiving department APO (or) Alternate APO must complete, then forward to the Property Management Office (c/o Jackie Robbins, Financial Management Services)