

SURPLUS PROPERTY FORM

TO: Director, Physical Plant

PERSON MAKING
REQUEST: _____

APPROVAL: _____
Department Director

DATE: _____

All Property declared Surplus by a department must have a Surplus Property form completed and forwarded to the Director of Physical Plant before any actions are taken. Signed Surplus Property form serves as written approval from department director to have property declared surplus as well as the request to have property removed from a department

TO BE COMPLETED BY REQUESTING DEPARTMENT THE FOLLOWING PROPERTY HAS BEEN DECLARED SURPLUS

JSCC Tag No. _____

Serial # _____

Description _____

Property Value	<u>no value</u> <input type="checkbox"/>	<u>some value</u> <input type="checkbox"/>
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Property Status	<u>obsolete</u> <input type="checkbox"/>	<u>unusable</u> <input type="checkbox"/>	<u>no longer usable by JSCC</u> <input type="checkbox"/>
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TO BE COMPLETED BY PHYSICAL PLANT PERSONNEL

Action Taken	<u>Destroyed</u> <input type="checkbox"/>	<u>Date</u> _____
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<u>Listed</u> <input type="checkbox"/>	<u>Storage Location</u> _____
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Physical Plant Signature

Date

Note TO Physical Plant: Forward Copy To Property Officer and Director of Purchasing