

EXCESS PROPERTY DECLARATION

STATE OF MARYLAND
 DEPARTMENT OF GENERAL SERVICES
 301 W. PRESTON STREET
 BALTIMORE, MARYLAND 21201
 (410) 767-0587

INSTRUCTIONS

1. Refer to Property Disposal Procedures in Department of General Services Inventory Control Manual.
2. See preparation Instructions on reverse side.
3. Send two copies of the completed form to:
 Department of General Services
 Inventory Standards and Support Services Division
 301 W. Preston Street – Room M-7
 Baltimore, Maryland 21201

Page _____ of _____

DGS Control No. _____

AGENCY: _____
 SUB-UNIT: _____
 SUB-UNIT CODE: _____
 ADDRESS: _____
 CONTACT PERSON: _____
 PHONE NO. _____ DATE _____

FORWARDED BY _____
 Property Officer _____
 Signature _____ Date _____
 Agency Head or Designee _____
 Signature _____ Date _____

Items listed below are certified to be in excess of this agency's needs. The Department of General Services is hereby requested to arrange disposal.

Item No.	Qty	INV. #	Description	Acquisition				If Unserviceable, provide		
				Cost	Date Mo/Yr	Good	Fair	Poor	Unserviceable	Repair Estimate \$
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
TOTAL										