

Excess Property Form

The following information is required for excessing all accountable property.
Please fill in all of the blanks!

1. What type of property is it? _____
2. Manufacturer? _____
3. Model Number? _____
4. Serial Number? _____
5. What is the Department of Commerce Bar Code Number? _____
6. What Room number did it come from? _____
7. Does the equipment work? YES _____ NO _____
8. If NO, do you know what is wrong with it and have obtained an estimate for repairs? Please explain - _____

Release of property, Signature:

Current Owner (PRINT NAME and then SIGN)

Date:

Please keep Accountable Property in its current location until it is removed by David Senn or IT Staff.
Put a copy of this form on the property, a copy for you files and give a copy to David Senn

Person Removing Property, Signature:

(PRINT NAME and then SIGN)

Date:

The completed form with both signatures must be returned to David Senn for further processing.

Revised 05/08