EXCESS PROPERTY DECLARATION

STATE OF MARYLAND
DEPARTMENT OF GENERAL SERVICES
301 W. PRESTON STREET, ROOM 1514
BALTIMORE, MARYLAND 21201
410-767-0587

Instructions:
Refer to Property Disposal Procedures in Department of General Services Inventory Control Manual.

DGS Control No.

dgs.statewidepropertydisposals@maryland.gov

Agency:		Forwarded By:	
Sub-Unit:		Property Officer:	
Sub-Unit Code:			
Address:		Signature:	Date:
City/State/Zip:		E-mail Address:	
Contact Person:		Agency Head:	
E-mail Address:			
Phone No.:	Date:	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.	Property Tag No.	Description (Incl. Make Model & Serial Number)	Acquisition Cost	Acquisition Mo/yr.	Good	Fair	Poor	USRV	Description Of Needed Repairs / Comments