

<p>EXCESS PROPERTY DECLARATION</p> <p>STATE OF MARYLAND DEPARTMENT OF GENERAL SERVICES 301 W. PRESTON STREET, ROOM 1009A BALTIMORE, MARYLAND 21201 410-767-0587</p>	<p>Instructions:</p> <ol style="list-style-type: none"> 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 completed form to: <div style="text-align: right; margin-left: 200px;"> Department of General Services Inventory Standards & Support Services Div. 301 W. Preston Street Baltimore, Maryland 21201 </div> 	<p>Page 1 of 1 DGS Control No:</p>
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Agency:		Forwarded by:	
Sub-Unit:		Property Officer:	
Sub-Unit Code:		Signature:	Date:
Address:		E-mail Address:	
Contact Person:		Agency Head or Designee:	
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	Acquisition Cost	Acquisition Date mo/yr	G O O D	F A I R	P O I R	U S O R	D E S C R I B E D	Description of needed repairs

Appendix 21 to DPSCS.160.0001

TOTAL				\$								