DPSCS OPFM#: (MMDDYY HHMM): _____

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: _____
Sub-Unit: _____
Sub-Unit Code: _____
Address: _____
City/State/Zip: _____
Contact Person: _____
E-mail Address: _____
Phone No.: _____ Date: _____

Forwarded By: _____
Property Officer: _____
Signature: _____ Date: _____
E-mail Address: _____
Agency Head: _____
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 (Make, Model and Serial Number)	Acquisition		Good	Fair	Poor	USRV	Description Of Needed Repairs/Comments
				Cost	Mo/yr.					
	0		TOTAL:	-						