

Excess Property Declaration/Capital Asset Deletion Form (Capital, Non-capital and Fixed Assets or Supplies and Materials)

NOTE: This form **cannot be used** for assets that store data. Media that contains data must be disposed via the [Media Disposal System](#) in accordance with [UMB Policy X-99.08\(A\) on Disposal of Media Containing Data](#) and Financial Services Procedures on [Capital Asset Management](#) and [Noncapital Assets](#).

1.	Capital Asset	<input type="checkbox"/> Yes <input type="checkbox"/> No	Non-Capital Equipment	<input type="checkbox"/> Yes <input type="checkbox"/> No
Tag Number		School Name		Dept Code
2.	Hazardous or radioactive waste		<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, item must be cleared by EHS and tagged before removal.
Purchased with external (sponsored) funds? If yes, item must be cleared by ORD Sponsored Program Administration.				<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	Description of Property:			
a.	Manufacturer		b.	Model No.
c.	Serial Number		d.	Year purchased
e.	Original cost		f.	Original fund source
g.	Estimated value		h.	Asking price
4.	Condition			
<input type="checkbox"/> Suitable for use, as is		<input type="checkbox"/> Suitable for use with minor repairs		<input type="checkbox"/> Scrap for disposal (cleared by EHS & FS, if required)
5.	Present location of property (building, floor, room #)			
6.	If sold, credit funds received to:			
Project	PCBU	Fund	Program	Dept
7.	Institutions, organizations or individuals (non-state employees) that might be interested in item:			
8.	Arrange for commercial storage of property?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
NOTE: Custodial department will be required to pay for storage costs.				
9.	Assistance by General Services desired for disposal of surplus?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
10.	Check the appropriate box below that indicates the reason for disposal.			
	Description	Documentation Required		
	Trade In	Copy of approved requisition/PO indicating trade-in.		
	Inventory Write-Off	Missing on Inventory – Letter stating it was not found during subsequent investigation by the Chairman.		
	Discarded as Unserviceable	Documentation that the asset is unserviceable. If no documentation is available, please provide explanation below:		
	Stolen	Must attach a copy of police report filed on asset.		
	Taken with Researcher	Written permission of Department Chairman, Dean, & ORD Sponsored Program Administration.		
	Donated to Non-Profit Charitable Organization	Donations to Non-Profit Org. must have prior approval from the UM Surplus Property Officer.		
	Sold	Pending documentation from Surplus Property Officer.		
	Other	Attach appropriate documentation.		
Individual Completing Form (Print Name)		Date	Department Head Approval Signature	
Individual's Email Address		Phone Number	Department Head Printed Name	

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DO NOT WRITE IN SECTION BELOW

Received by		
	General Accounting Signature	Date

Surplus Property Control Number:	
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Disposal Authorization: The excess property above has been declared surplus and approval for disposal as follows:

	Disposal as scrap is authorized and General Services will coordinate movement of property with department.
	Used as Trade-In for new purchase.
	Sold Public Auction or Bid Solicitation by Surplus Property Office.
	Documentation/Copy of check for Property Sold has been forwarded to Financial Services – General Accounting.
	Property Donated to Non-Profit Charitable Organizations or Local Subdivisions.

		<p align="center">SEND THIS FORM WITH APPROPRIATE DOCUMENTATION TO:</p> <p align="center">General Accounting Department of Financial Services The Saratoga Building 220 Arch Street, Room 02-125 Baltimore, MD 21201</p>
Surplus Property Office Approval Signature		
Name (Please print/type)		
Title		
Date		