EXCESS PROPERTY DECLARATION/CAPITAL ASSET DELETION FORM

(Capital, Non-Capital and Fixed Assets or Supplies and Materials)

1. Capital Asset? ☐ Yes ☐ No Non-Capital equipment? ☐ Yes ☐ No If Yes, Capital Asset or Non-Cap Equip. Tag Number _____
Capital Asset Department Code: _____ School/Department _____

2. Hazardous or radioactive waste? ☐ Yes ☐ No: If yes, (Item must be cleared by EHS and tagged before removal)
All UMB Software Programs have been removed and all Data/Information that violates the Health Insurance Portability & Accountable Act (HIPAA) of 1996 has been deleted? ☐ Yes ☐ No: If no, (Item cannot be removed until deleted). Purchased with external (sponsored) funds? ☐ Yes ☐ No:
If yes, (Item must be cleared by ORD Sponsored Program Administration)

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 $_____ Asking price $_____

4. Condition: ☐ Suitable for use, as is. ☐ Suitable for use with minor repairs. ☐ Scrap for disposal (cleared by EH& S and FS, if required).

5. Present location of property (building, room #, etc.) _____
6. If sold, credit funds received to: PROJ: _____ PCBU: _____ FUND: _____ PROG: _____ DEPT:_____ ACCT: _____
7. Institutions, organizations or individuals (non- state employees) that might be interested in item: _____
8. Arrange for commercial storage of property: ☐ Yes ☐ No (NOTE: custodial department will be required to pay for storage costs).
9. Assistance by General Services desired for disposal of surplus? ☐ Yes ☐ No
10. Check the appropriate box below that indicates the reason for disposal.

	DESCRIPTION	DOCUMENTATAION 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: _____
☐	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 UMB Surplus Property Officer.
☐	SOLD	Pending documentation from Surplus Property Officer.
☐	OTHER	Attach appropriate information.

11. Individual Completing Form _____ Ext. No._____ Date_____
Print Name

Approval _____
Department Head /Administrator Date

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_____DO NOT WRITE IN SECTION BELOW_____

Received by _____ _____
Capital Equipment Inventory Office **Date**

Surplus Property Control Number: _____

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 General Accounting Office.
☐ Property Donated to Non-Profit Charitable Organizations or Local Subdivisions.

Approved by _____ _____
Surplus Property Office **Date**

SEND THIS FORM WITH APPROPRIATE DOCUMENTATION TO: CAPITAL EQUIPMENT INVENTORY, RM. 02-125
THE SARATOGA BUILDING, BALTIMORE, MD 21201