

**EXCESS PROPERTY DECLARATION FORM**  
(Capital, Non-capital and Fixed Assets or Supplies and Materials)

1. Capital Asset?  Yes  No Sensitive equipment?  Yes  No If Yes, Capital Asset or Sensitive Equip. Tag Number \_\_\_\_\_  
Capital Asset Department Code: Sch \_\_\_\_ Dept \_\_\_\_ Div. \_\_\_\_ School/Department \_\_\_\_\_
2. Hazardous or radioactive waste?  Yes  No: If yes, Cleared by Env. Health and Safety: \_\_\_\_\_ (Item must be tagged for Movement)  
Equipment cleansed of all UMB Software Programs & Data/Information that violates the Health Insurance Portability & Accountability Act of 1996?  Yes  No. Purchased with external (sponsored) funds?  Yes  No: If yes, Cleared by Financial Services: \_\_\_\_\_
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 Fund and Budget No.: \_\_\_\_\_  
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 (General Services will contact department within five days after notification is received from Surplus Property Office.)

10. Department Property Office \_\_\_\_\_ Ext. No. \_\_\_\_\_ Date \_\_\_\_\_  
Approvals \_\_\_\_\_  
Department Head \_\_\_\_\_ Date \_\_\_\_\_ Dean or Director (designee) \_\_\_\_\_ Date \_\_\_\_\_

Note: The sections marked with TINTED AREAS must be completed to have the asset deleted from your inventory.

**DO NOT WRITE IN SECTION BELOW**

Surplus Property Control Number \_\_\_\_\_

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

- Disposal of property as indicated below is authorized and General Services will coordinate movement of property with department.  
 Disposal as scrap.  Used as Trade-in for new purchase.  Transfer to Surplus Property Office  
 Deletion authorization has been forwarded to Cost Accounting Unit of Financial Services.  
 Custodial department is authorized to discard property.

Approved by \_\_\_\_\_  
Surplus Property Office \_\_\_\_\_ Date \_\_\_\_\_