

NAME AND ADDRESS OF REPORTING AGENCY FARMINGDALE STATE PROPERTY CONTROL FARMINGDALE, NY 11735	LOCATION OF PROPERTY Dept Building Room No Contact Person Phone No
--	---

REPORT OF SURPLUS (Usable) PERSONAL PROPERTY

Department surplusing equipment should fill out all sections pertaining to equipment

If the surplus equipment contains a hard drive (computer, laptop, tablet, copier, fax, etc.) please advise IT of the equipment being surplusd prior to sending this form for removal from your department and inventory log

The personal property listed below is no longer required by this agency. For further information about this property contact:

Name: _____ Phone No: _____

Dept Head Signature: _____ Date: _____

ITEM	DESCRIPTION	HAZARD CODE*	NO. OF	ASSET NO.	SERIAL NO.	CONDITION

NOTE: SHOULD THE REMOVAL OF THIS EQUIPMENT REQUIRE ANY SPECIAL HANDLING OR EXPEDITING, PLEASE EXPLAIN AND JUSTIFY.

* HAZARD CODE: B = Biological R = Radiation
C = Chemical N/A = Not Applicable

If Hazard Codes B, R, or C are used, contact Environmental Health & Safety (x2105) prior to forwarding form to Property Control.