



Coastal Protection and Restoration Authority Property Surplus Form

This is an official record of equipment to be sent to surplus:

Property Located in Room # _____

Description	Property Tag #	Serial #	Condition	Sanitized By	Transfer #

Data Sanitization required for any item that stores information

Signature, Property Liaison

Date

REVIEWED AND RECORDED FOR PROPERTY INVENTORY:

Signature, Property Manager

Date

This form is to be submitted to the Property Control Manager, who will initiate the physical removal of the equipment upon receipt of the approved documents from the Division of Administration. Under no circumstances should the property be moved from its present location without specific instructions from the Property Manager. Please indicate the condition of the property as follows: Good, Fair, Poor, Inoperative, Parts Missing, etc.