



PROPERTY STATUS CHANGE REQUEST FORM

INSTRUCTIONS:

Complete all sections regarding the State owned asset(s) you wish to declare surplus. You will be notified by the Office of Equipment Management as to the status of your request. Please retain the asset(s) until you are notified.

Asset Number	Item Description	Serial Number	Building/ Room	Condition

Condition Codes:

Excellent: New
 Good: Used, does not need repair
 Poor: Not working
 Scrap: Non-repairable

Account Manager: _____ Phone: _____

Account Number: _____ Date: _____

Contact Person: _____ Phone: _____
 (Please Print)