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AM-306-1-1

m Procedure for Declaring Excess Property

| RESPONSIBILITY | ACTION |
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| Agency Head | 1. Identify all excess property and complete a PROPERTY DISPOSAL REPORT (28-1408-5010). Retain "Agency Copy" for files. Forward remaining copy to Property Disposal Coordinator in Bureau of Purchases, 231 E. Baltimore St. |
| Property Disposal Coordinator | 2. Review PROPERTY DISPOSAL REPORT and: a. Determine and arrange proper disposition of excess property. b. Complete shaded "Purchasing use ONLY" section of report. c. Retain report for files. 3. Complete a PROPERTY RELEASE AUTHORIZATION (28-1408-5009) and distribute as follows: a. Forward "Purchasing Copy #1" and "Agency Copy" to agency. b. Forward "Recipient Copy" to person selected by Bureau of Purchases to remove the property. c. Retain "Purchasing Copy #2". |

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| Agency Head | <p>4. Obtain the "Recipient Copy" of the PROPERTY RELEASE AUTHORIZATION from the person removing the property. Verify agreement of information on "Recipient Copy" and "Purchasing Copy #1".</p> <p>5. Require the person picking up the property to sign both the "Purchasing Copy #1" and the "Agency Copy" of the PROPERTY RELEASE AUTHORIZATION prior to removing property.</p> <p>6. Retain and file "Agency Copy" of the form and forward "Purchasing Copy #1 " to Property Disposal Coordinator.</p> |
| Property Disposal Coordinator | <p>7. File "Purchasing Copy #1" of the form and destroy "Purchasing Copy #2".</p> <p>8. Ensure that the agency is credited with appropriate share of any money from the sales of property.</p> |