

## Delaware Surplus Services Excess Property Declaration Form

Office of Management and Budget  
 Government Support Services  
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Department: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Location: \_\_\_\_\_

Contact: \_\_\_\_\_

Authorized Signature and Title: \_\_\_\_\_

	Description	Manufacturer	Model	Serial No.	Quantity	Original Cost	Condition Code
1.	_____	_____	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____	_____	_____
6.	_____	_____	_____	_____	_____	_____	_____
7.	_____	_____	_____	_____	_____	_____	_____

<b>OFFICE USE ONLY</b>			
Indicate Item #s:  _____	Response Date: _____	Response Time: _____	Initials: _____
	Transfer	Pickup/Turn In	Scrap
	Rec'g Agency: _____	Date of Pickup/Turn In: _____	Agency Removal?    Y    N
	Date of Transfer: _____	Time In: _____	Time Out: _____    Date of Pickup: _____
		Time In: _____	Time Out: _____
Date Received by Warehouse Personnel: _____		Agency Signature for Pickup and/or Scrap: _____	

## DELAWARE SURPLUS SERVICES

### Condition Codes for Excess Property

- |    |             |   |
|----|-------------|---|
| A. | UNUSED GOOD | Unused property that is usable without repairs.   |
| B. | UNUSED FAIR | Unused property that is usable without repairs, but is deteriorated or damaged.   |
| C. | UNUSED POOR | Unused property that is usable without repairs, but is considerably deteriorated or damaged. Enough utility remains to classify the property better than salvage.   |
| D. | USED GOOD   | Used property that is usable without repairs, and most of its useful life remains.  |
| E. | USED FAIR   | Used property that is usable without repairs, but is somewhat worn or deteriorated and may soon require repairs.  |
| F. | USED POOR   | Used property that may be used without repairs, but is considerably worn or deteriorated to the degree that remaining utility is limited or major repairs will soon be required.  |
| G. | SALVAGE     | Property has some value in excess of its basic material content, but repair or rehabilitation to use for the originally intended purpose is clearly impractical. Repair for any use would exceed 65 percent of the original acquisition cost. |
| H. | SCRAP       | Material that has no value except for its basic material content.   |