



Administration and Finance

Excess Property Declaration/Capital Asset Deletion Form

(Capital, Non-capital and Fixed Assets or Supplies and Materials)

This form can be found on the [Surplus Property page](#) **(Click Here)**

Please email surplusproperty@umaryland.edu with any questions regarding the completion of this form.

NOTE: This form **cannot be used** for assets that store data. Media that contains data must be disposed via the [Media Disposal System](#) **(Click Here)** in accordance with [UMIB Policy X-99.08\(A\)](#) on [Disposal of Media Containing Data](#) **(Click Here)** and [Financial Services Procedures on Capital Asset Management](#) **(Click Here)** and [Noncapital Assets](#). **(Click Here)**

Contact Name	Jasmine Artis	Contact Email	jartis@umaryland.edu	
School/Department	A&F, Operations and Maintenance Department	Department Code	06508100	
Location	ELECTRONICS SHOP 622 W. Fayette Street, Baltimore. MD 21201	Control Number (Assigned by Surplus Property Manager)	25-5478	
Capital or Non-Capital Asset?	Non-Capital Asset	Hazardous or Radioactive?	NO	If Hazardous/Radioactive, complete Equipment Clearance Form and attach. (Click Here)

Reason for Removal	Request to be Sold	Form for Donated or Sold item?	YES
If trade in, attach copy of approved requisition/PO indicating trade in.		If donated, please complete Certification Statement (Click Here)	and attach.
If missing on inventory, attach letter stating it was not found during subsequent investigation by the Chairman.		If disposed of, documentation that the asset is unserviceable. If no documentation is available, please provide explanation.	
If stolen, attach copy of police report.		If taken with researcher, attach written permission of Department Chairman, Dean, & ORD Sponsored Program Administration.	
If to be sold, enter SOAPF.	105-06508415-000000-ELECTRON-720		



Administration and Finance

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(Capital, Non-capital and Fixed Assets or Supplies and Materials)

Description of Item(s)			
Name of Equipment (Model No. if Applicable)	Serial No.	Asset Tag No.	Functional?
Fire alarm devices			YES

Attach list if more than 5 items.



Department Administrator Signature	Signed by: <i>Melissa Morland</i> DocuSigned by: 09ADF5628F544D7...	Date	8/12/2025
Surplus Property Manager Signature	Signed by: <i>Melvin Tuck</i> 465F1AE24BC0464...	Date	8/18/2025
General Accounting Signature (if Capital Asset)	Signed by: <i>General Accounting Staff</i> 6AABA64608FF4C5...	Date	8/19/2025

Excess Property 6/6/25 Fire alarm devices

22516 1-Siemens SC-MC-R

22608 3-Siemens HTRI-S

22556 4-Siemens HCP

22523 1-Siemens HTRI-R

22529 4-Siemens HTRI-D

22526 3-Takex PA-6612E

22530 4-Siemens ZR-MC-R

22567 2-Wheelock STR

22569 3 Wheelock HSR

2-Wheelock HNWC

22568 5-Wheelock HNR

1-DSC Dual Sync Control

1-Edwards 3-ZA40B Power Module

1-DSC-W Dual Sync Control

15-Siemens MSI-10B

3-Notifier BGX-101L

4-Siemens HMS-D

7-Brooks RMS-6T

7-Wheel Lock ZRS-MCW

1-AX60 alarm device

6-System Sensor remote RA400Z

6-Cisco GLC-SX-MMD

1-Siemens SE R

1 HP Pro with window 7

SIEMENS
FLOHAM PARK, N.J.

PART# (P)
500-636026

DESCRIPTION
SE-MC-W

QTY (1)

DATE 11/06/17
LOT NUMBER
50738147

REV.
BD

COO: USA

00097 15742

115742

Siemens Building Technologies, Inc.
Florham Park, New Jersey 07932

HTRI-S
INTEL INTERFACE MODULE

500-033370

P/N 1808

COUNTRY OF ORIGIN: USA

QTY 1

7009

III

III

III

299

MOTOROLA

Siemens Building Technologies, Inc. Florham Park, New Jersey 07932	
HCP	INTELLIGENT CONTROL POINT
SAP:100730297 500-034860	
P/N	
QTY	
1	
1113 COUNTRY OF ORIGIN: CHINA 1030	

Siemens Building Technologies, Inc.

Siemens Building Technologies, Inc.

OK



OK





3820 COUNTRY OF ORIGIN: INDIA 1030



QTY

1



500-033360

SAP:109721940

P/N

HTRI-D
INTEL INTERFACE (DUAL)

Siemens Building Technologies, Inc.
Florham Park, New Jersey 07932

HTRI-D

Siemens Building Technologies, Inc.
Florham Park, New Jersey 07932

HTRI-D

Siemens Building Technologies, Inc.
Florham Park, New Jersey 07932

INTEL INTERFACE (DUAL)

HTRI-D

Siemens Building Technologies, Inc.
Florham Park, New Jersey 07932

Installation Instructions
Models HMS-S / HMS-D
Models HM
Models HM

Single/Dual Active

PUL

III

Siemens Building Technologies, Inc.
Florham Park, New Jersey 07932

HTRI-R
INTEL INTERFACE W/RELAY

500-033300

P/N 2208

COUNTRY OF ORIGIN: USA

QTY 1

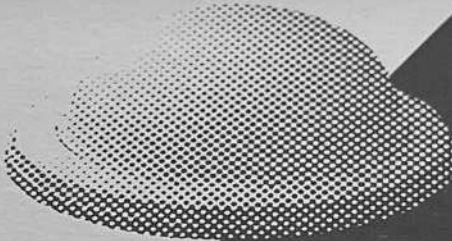
7017

TAKEX

PASSIVE INFRARED SENSOR

TAKEX

ERROR OPTICS
812, 6820 ONLY)
NAP IN BASE
ALL MODELS)
INSECT RESISTANT
(ALL MODELS)



CE



Indoor PIR Sensor

PA-6612E

Twin Mirror "True" Pet Immune



Made in Japan

TAKEX



Indoor PIR Sensor

PA-6810E

360° Ceiling Mount



PU-PA6810E

TAKEX



360°



SAP 108721940

500-033560

P/N

3820 COUNTRY OF OR







Bill of Sale Place Holder

Melvin Tuck

Certificate Of Completion

Envelope Id: 68ED7A14-F498-4099-9FFA-F0FD66D225D2	Status: Completed
Subject: UMB Surplus Property Form submitted by Jasmine Artis	
School Identifier:	
Document Identifier:	
Student Identifier:	
Student Name:	
Student ID:	
Source Envelope:	
Document Pages: 18	Signatures: 3
Certificate Pages: 2	Initials: 0
AutoNav: Enabled	
Envelopeld Stamping: Disabled	
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	Envelope Originator: Surplus Property Office 601 W Lombard St Ste 206 Baltimore, MD 21201 surplusproperty@umaryland.edu IP Address: 134.192.179.147

Record Tracking

Status: Original 7/21/2025 5:46:14 AM	Holder: Surplus Property Office surplusproperty@umaryland.edu	Location: DocuSign
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Signer Events

Signer Events	Signature	Timestamp
Jasmine Artis jartis@umaryland.edu Security Level: DocuSign.email ID: 1 7/21/2025 5:46:17 AM	Completed Using IP Address: 134.192.179.147	Sent: 7/21/2025 5:46:16 AM Viewed: 7/21/2025 5:46:23 AM Signed: 7/21/2025 5:56:19 AM

Electronic Record and Signature Disclosure:
Not Offered via Docusign

Melissa Morland mmorland@umaryland.edu Security Level: Email, Account Authentication (None)	Signed by: 09ADF96A8F544D7... Signature Adoption: Pre-selected Style Using IP Address: 134.192.179.250	Sent: 7/21/2025 5:56:21 AM Viewed: 8/12/2025 5:25:25 AM Signed: 8/12/2025 5:25:40 AM
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Electronic Record and Signature Disclosure:
Not Offered via Docusign

Melvin Tuck surplusproperty@umaryland.edu Used for emails only for PowerForm Security Level: Email, Account Authentication (None)	DocuSigned by: 465F1AE24BC0464... Signature Adoption: Pre-selected Style Using IP Address: 2600:4040:b818:2600:50de:794a:e312:44e2	Sent: 8/12/2025 5:25:53 AM Viewed: 8/18/2025 5:40:40 AM Signed: 8/18/2025 5:43:07 AM
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Electronic Record and Signature Disclosure:
Not Offered via Docusign

General Accounting Staff generalaccounting@umaryland.edu Security Level: Email, Account Authentication (None)	Signed by: 6AABA64608FF4C5... Signature Adoption: Pre-selected Style Using IP Address: 134.192.172.213	Sent: 8/18/2025 5:43:20 AM Viewed: 8/19/2025 10:09:53 AM Signed: 8/19/2025 10:10:01 AM
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Electronic Record and Signature Disclosure:

Signer Events	Signature	Timestamp
Not Offered via DocuSign		
In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Jasmine Artis jartis@umaryland.edu Office Manager Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 8/19/2025 10:10:04 AM
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	7/21/2025 5:46:16 AM
Envelope Updated	Security Checked	8/12/2025 5:25:48 AM
Envelope Updated	Security Checked	8/18/2025 5:43:15 AM
Certified Delivered	Security Checked	8/19/2025 10:09:53 AM
Signing Complete	Security Checked	8/19/2025 10:10:01 AM
Completed	Security Checked	8/19/2025 10:10:04 AM
Payment Events	Status	Timestamps