



STATE OF MISSOURI
STATE SURPLUS PROPERTY
REPORT OF STATE OWNED SURPLUS PROPERTY

2846 HIGHWAY 179
PO BOX 1310
JEFFERSON CITY, MISSOURI 65109
573-751-3415 OR 888-295-7796

DEPARTMENT Judiciary		DATE 10/24/2025	
DIVISION Information Technology		CONTACT Tom Hasler	
PROPERTY LOCATION (STREET, CITY, STATE, ZIP CODE) 2443 Industrial Drive - Rear, Jefferson City, MO 65109		PHONE NUMBER (573) 680-4221	
ACQUISITION FUNDING (ONLY 1 FUNDING PER PAGE)	SAM II DEPOSIT CODES (REQUIRED)		SAM II DEPOSIT CODES (OPTIONAL)
	FUND 137		REPORTING CATEGORY
INVENTORY NUMBER	COMPLETE DESCRIPTION REQUIRED	QUANTITY	CONDITION CODE
36427	HP Z230	1	R
39512	HP Z240	1	R
39513	HP Z240	1	R
40306	HP ELITEDESK 800 G4	1	R
40310	HP ELITEDESK 800 G4	1	R
40313	HP ELITEDESK 800 G4	1	R
40314	HP ELITEDESK 800 G4	1	R
40412	HP ELITEDESK 800 G4	1	R
40417	HP ELITEDESK 800 G4	1	R
40419	HP ELITEDESK 800 G4	1	R
40420	HP ELITEDESK 800 G4	1	R
40437	HP ELITEDESK 800 G4	1	R
40440	HP ELITEDESK 800 G4	1	R
40441	HP ELITEDESK 800 G4	1	R
40442	HP ELITEDESK 800 G4	1	R
40445	HP ELITEDESK 800 G4	1	R
40448	HP ELITEDESK 800 G4	1	R
40460	HP ELITEDESK 800 G4	1	R
40463	HP ELITEDESK 800 G4	1	R
S-OCT-24-05			
I VERIFY THAT COPIERS/PRINTERS HAVE BEEN SANITIZED OF ALL MEMORY WITH APPROPRIATE SOFTWARE ☒ YES ☐ NO		SANITIZERS SIGNATURE	DATE SANITIZED 10/24/2025
COMPUTERS SANITIZED PURSUANT TO MISSOURI'S ADAPTIVE ENTERPRISE ARCHITECTURE COMPLIANCE COMPONENT - DISPOSAL PHASE ☒ YES ☐ NO		SANITIZERS SIGNATURE	DATE SANITIZED 10/24/2025
SHIPPER'S SIGNATURE (REQUIRED)		RECEIVING SIGNATURE	

**PROCEDURES FOR AGENCIES WITH PROPERTY TO SURPLUS
TO THE MISSOURI STATE AGENCY FOR SURPLUS PROPERTY**

Items to be surplus must be listed on an SS1 (MO 300-1249) "Report of State Owned Surplus Property". SS1 must include: Complete address (street, city, zip code), contact person who knows about the property, telephone number, property funding (SAM II Codes) and complete description of items. A separate SS1 must be submitted for each funding source (general revenue, federal funds, etc.). A separate SS1 must be submitted for vehicles.

All SS1s must be signed by an authorized person in the box marked "shipper's signature".

Indicate the condition of item(s) by the following codes:

N (New),

S (Serviceable) — Working condition

R (Repairable) — Not working but could be repaired

C (Condemned) — Damaged beyond repair

- List any major deficiencies: Parts missing, damage, etc. that are known.
- List any special situations that might apply: Removable deadlines; when available if still in use, special removal requirements because of size, weight, or installation, material handling equipment requirements, storage charges, etc.
- Vehicles must have all lettering and decals removed that identify it as a State of Missouri vehicle. Attach unsigned title to the SS1.
- It is the reporting agency's responsibility to sanitize ALL equipment with memory using appropriate software for computers, copiers and printers (the sanitized area of the SS1 must be signed verifying completion of this process).
- It is the reporting agency's responsibility to remove ALL files & other items from file cabinets, desks, vehicles, etc.
- It is the reporting agency's responsibility to deliver property to MOSASP as required.

Forward a copy of the SS1 to MOSASP and retain a copy for your records.

MOSASP will notify the contact person with instructions for disposition of the property.

MOSASP authorized personnel will sign the SS1 in the box marked "receiving signature" after disposition of the property is completed.

INCOMPLETE SS1s WILL BE RETURNED TO THE SENDING AGENCY TO BE COMPLETED. NO EXCEPTIONS.