

EXCESS PROPERTY DECLARATION

STATE OF MARYLAND
DEPARTMENT OF GENERAL SERVICES
301 W. PRESTON STREET, ROOM 1514
BALTIMORE, MARYLAND 21201
410-767-0587

1 of 1

Instructions:

Refer to Property Disposal Procedures in Department
of General Services Inventory Control Manual.

DGS Control No.

dgs.accountableofficerdocuments@maryland.gov

Agency: _____

Sub-Unit: _____

Sub-Unit Code: _____

Address: _____

City/State/Zip: _____

Contact Person: _____

E-mail Address: _____

Phone No.: _____

Forwarded By: _____

Property Officer: _____

Signature: _____

E-mail Address: _____

Agency Head: _____

Signature: _____ Date: _____

Items Listed below are certified to be in excess of this agency's needs. The Department of General Services is hereby requested to arrange disposal.

Item No.	Qty.	Property Tag No.	Description (Incl. Make Model & Serial Number)	Acquisition		Good	Fair	Poor	USRV	Description Of Needed Repairs / Comments
				Cost	Mo/yr.					
1	1		Dell Optiplex 3040, 749YKB2, Desktop Computer				X			Hard drive removed
2	1		Dell Optiplex 3060, 8LK24Y2, Desktop Computer				X			Hard drive removed
3	1		Dell Optiplex 3060, 8LY04Y2, Desktop Computer				X			Hard drive removed
4	1		Dell Optiplex 3060, 8R7Z3Y2, Desktop Computer				X			Hard drive removed
5	1		Dell Optiplex 3020, DM3FP22, Desktop Computer				X			Hard drive removed
6	1		Dell Optiplex 3020, 9FJZP22, Desktop Computer				X			Hard drive removed
7	1		Dell Optiplex 3060, 8R844Y2, Desktop Computer				X			Hard drive removed
8	1		Dell Optiplex 3040, 6ZDXKB2, Desktop Computer				X			Hard drive removed
9	1		Dell Optiplex 3040, 740VKB2, Desktop Computer				X			Hard drive removed
10	1		DellOptiplex 3080, 184RDF3, Desktop Computer				X			Hard drive removed
11	1		Dell Optiplex 3040, 73XYKB2, Desktop Computer				X			Hard drive removed
12	1		Dell Optiplex 3060, 8S434Y2, Desktop Computer				X			Hard drive removed
13	1		Dell Optiplex 3060, 8S3Z3Y2, Desktop Computer				X			Hard drive removed
14	1		Dell Optiplex 3020, 73SZP22, Desktop Computer				X			Hard drive removed
15	1		Dell Optiplex 3060, 8R234Y2, Desktop Computer				X			Hard drive removed
16	1		Dell Optiplex 3040, 73PXKB2, Desktop Computer				X			Hard drive removed
17	1		Dell Optiplex 3020, H65MC32, Desktop Computer				X			Hard drive removed
18	1		Dell Optiplex 3020, DLYDP22, Desktop Computer				X			Hard drive removed
19	1		Dell Optiplex 3040, 746XKB2, Desktop Computer				X			Hard drive removed
20	1		Dell Optiplex 3080,184TDF3, Desktop Computer				X			Hard drive removed
21	27		Keyboards				X			
22	20		Mice				X			
67		TOTAL:		-						