

State of New Jersey
 Department of the Treasury
 Division of Purchase & Property
EXCESS/SURPLUS PROPERTY NOTICE

Department, Division & Bureau: _____


 Date: _____

INSTRUCTIONS: List items by category, one category per page. It is the policy of this Department to afford the first opportunity to transfer Excess/Surplus items to its own internal units. If the items are not transferred within this Department, notify the Surplus Property Unit, Distribution and Support Services, P.O. Box 234, Trenton NJ 08625-0234. Phone (609) 530-4782, FAX (609) 530-4582.

1. LOCATION OF EXCESS/SURPLUS PROPERTY Building: _____ Room#: _____ Street: _____ City: _____	3. INSPECTION DATES AND HOURS Date(s): _____ From: _____ To: _____ Last date for requesting property: _____
--	--

2. CONTACT PERSON Name: _____ Phone: _____	4. CHECK ONE ___ Appointment Required ___ No Appointment Required
--	---

ITEM NO.	QUANTITY	ITEM DESCRIPTION	MAKE & MODEL	SERIAL NUMBER	ACQUISITION (COST)	ACQUISITION DATE (Month & Year)	Check One	
							OPERABLE	INOPERABLE

OWNING AGENCY: 	Certifies that no Division in the Department of _____ has need of this property. Transfer, disposal or sale of above items comply with the current Purchase & Property Circular Letter on Excess/Surplus Property. Transfer, disposal or sale documentation on file at this Agency for review. Signature of Approval Officer: _____ Date: _____
--	--