

STATE OF COLORADO DECLARATION OF SURPLUS PROPERTY, FORM 276
 1111 East 53rd, Denver CO 80239
 Phone: 303-253-4096

Agency Code

Date Prepared:

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Owning Agency:	
Owning Agency Billing Address:	
Contact Person email:	Phone #: ()
Property location if different from the owning agency address:	Fax #: ()

Receiving Agency Address (only needed if transferring or donating):

QTY	ID NUMBER	ITEM DESCRIPTION	CONDITION CODE	RECOMMENDED DISPOSITION

SIGNATURE , OWNING-AGENCY INDIVIDUAL AUTHORIZING ACTION	Date:
SIGNATURE , CSPA:	Date:

Form completion instructions: Please email completed form to doc_costatesurplus@state.co.us

Upon receipt of your signed form, please contact doc_costatesurplus@state.co.us or 720-661-3647 to schedule a pickup / drop off date and time.

Qty: how many
ID Number: any unique number used to identify the property (serial number, vin number); may not be applicable to all property
Item Description: describe the property
Condition Code: **A** useable "as is," **B** useable with minor repairs, **C** not currently useable, require considerable repairs, **D** not useable/repairable (trash)
Recommended Disposition: what the owning agency wants to do with the property, i.e., turn in to CSPA, trade for credit towards new purchase (vendor name, contact # and amount of credit given must be listed), dispose of as trash, other: please describe.

***Due to security and the interest of the public: STATE SURPLUS DOES NOT ACCEPT HARD DRIVES. A CHARGE OF \$3.00/PER HARD DRIVE WILL BE CHARGED IF FOUND IN CPU.**