

## Surplus Property Forms 276 Instructions

### PROPERTY WILL NOT BE RECEIVED AND/OR PICKED UP WITHOUT A SIGNED FORM 276

If you are using a third party to deliver surplus property, please be sure they have a copy of the signed Form 276—property will not be accepted without signed documentation.

Attached is the Form 276 used for the disposal of state surplus property. Please complete (please provide a **complete** address and contact information), sign and return the form if you would like to schedule a pick up. It can be scanned and emailed to: [doc\\_costatesurplus@state.co.us](mailto:doc_costatesurplus@state.co.us). **All fields on the top half of the form need to be completed and an authorized signature provided.** The form will be returned if it is not complete.

**The minimum pick up fee is \$100 per/hr.** Upon receipt of completed 276 Form, surplus property staff will call to schedule a pick up time. Staff can be contacted at [doc\\_costatesurplus@state.co.us](mailto:doc_costatesurplus@state.co.us) if you have specific questions regarding a pick-up.

Another option is to drop off items at the Surplus Warehouse located at 11111 East 53rd Ave. Suite B, Denver CO 80239, M-F, 8-3. There is no charge for this service. See highlighted section below for exceptions.\*

Non-expendable items determined to be trash should be listed on a separate Form 276 and submitted for disposal approval. **Items deemed trash are not accepted at the surplus warehouse.** If items deemed trash are received, a disposal fee will be charged. **SURPLUS DOES NOT ACCEPT HAZARDOUS MATERIALS, PAINT, BATTERIES, TIRES, NON-WORKING REFRIGERATORS, TRASH, AND BROKEN/NON-USABLE FURNITURE. PLEASE CALL THE WAREHOUSE IF YOU HAVE QUESTIONS ABOUT WHAT IS ACCEPTED.**

**LAW ENFORCEMENT RELATED EQUIPMENT, INCLUDING CLOTHING, AND ITEMS DEEMED HAZARDOUS, WILL BE APPROVED FOR OFF-SITE DISPOSAL.**

Surplus does not accept clothing. These items are considered expendable and can be disposed of by the owning agency. All identifying logos should be removed and destroyed.

**Due to security concerns of state data and possibility of inmate access CSPA does not accept hard drives. If a computer is turned in with the hard drive in it there will be a recycle fee.**

#### Electronic Waste Recycling Information

**\*Note:** Under Colorado law, residential and business electronics are banned from being disposed of in a landfill and must be recycled. **Certain items have special handling, recycling or disposal requirements. Fees will be assessed for disposition of these items. Charges may be incurred for electronic waste such as CRT monitors and televisions. Fees are as follows:**

<b>CRT Monitors:</b>	<b>\$0.75 per pound</b>
<b>Televisions:</b>	<b>\$0.75 per pound</b>
<b>Hard Drives:</b>	<b>\$3.00 ea</b>

\*\*Flat screen monitor: \$6.00

\*\*Printers, Scanners, Fax Machines, VCR's: \$8.00 ea

\*\*Copier, table top: \$20.00 ea

\*\*Copier, floor model: \$40.00 ea

\*\*Non-working refrigerators **NOT ACCEPTED**

**\*\*Items marked with a double asterisk that are in WORKING CONDITION will be sold at auction—recycle fees will not be charged.**

Please call Jeff Pettee if you have questions regarding recycling, 303-253-4096

You also have the option of taking non-working electronics directly to a qualified recycler. List the items on the form 276 and the method of disposal as "turning in to a qualified recycler." Email the form for approval and obtain a receipt for your files. A list of qualified recyclers is listed below.

Information about recycling can be found on the following web site (**copy and paste URL in your browser**): <http://www.colorado.gov/cs/Satellite/CDPHE-HM/CBON/1251615964355>

Please contact me if you have any questions.

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