

**Surplus Property Want List**

**Purpose:** To provide a means for agencies to make surplus property wants known to the CSPA and as a tool for the CSPA to re-utilize state property effectively.

**Procedures:** Describe items needed in enough detail to enable the Surplus Property supervisor to screen incoming surplus items. The want list will be valid for 90 days or until the agency specified end date. If items are still needed after 90 days, the list must be resubmitted. Telephone 303-370-2167 to reinstate the list. Send the list to Surplus Property supervisor Jeff Pettee at 303-253-4096 or DOC\_COstatesurplus@state.co.us

**Agency Name, Point of Contact and Telephone Number:**

**Date:**

**Need By Date:**

**Item Description:**

**Quantity:**