

**INSTRUCTIONS FOR COMPLETING THIS FORM**

This form must be completed and submitted to the Colorado Surplus Property Agency to request authorization to dispose of surplus property. All entries must be legible.

In the blank next to FORM 276-\_\_\_\_\_, enter the Transaction Code that is requested:

1 for transfer to another state agency, 2 for trade in for a replacement or new item, 3 for cannibalization, 4 to donate to an authorized organization, 5 to sell by sealed bid, 6 to sell by public auction, 7 to dispose of as ordinary trash, 8 to turn in to the CSPA for re-utilization or sale, or 9 to dispose of through a certified recycler of electronic waste materials.

- Entry 1:      **Date Prepared** - self explanatory.
- 2:            **Owning Agency** - The name of the agency that is accountable for the property and the billing address for any CSPA administrative charges.
- 3:            **LINE NO** - Sequentially number entry starting with 1.
- 4:            **QTY** - Quantity of surplus item and packaging unit such as each, box, can.
- 5:            **INVENTORY NO** - Capital Equipment Inventory Audit listing number or other identifying number if assigned for inventory accountability.
- 6:            **DESCRIPTION** - Provide identifying information sufficient to readily identify the item such as model numbers, make, dimensions, specifications.
- 7:            **CONDITION CODES/REMARKS** - The most appropriate condition code using the following list:
- Code A Items are in good, usable condition. May require some minor cleaning.
- Code B Items require some minor repairs or are partially usable without repair.
- Code C Items are in poor condition, require major repair and there is questionable value in repairing.
- Code D Items are in very poor condition and it is believed it is not cost effective to the state to do anything other than dispose of as ordinary trash.
- Code E Items that may have metal content justifying recycling.
- Code F Items that have precious metal content.
- Code G Items having high value due to antiquity or art.
- Code H Items that are obsolete or out of date for state use but may still have value to the public.
- Code I Items that are defined as electronic waste materials,
- 8:            **PROPERTY LOCATION** - Complete address to include suite or room number of where the surplus is physically located. The name and telephone number of the person to contact regarding listed surplus.
- 9:            **REQUESTED METHOD OF DISPOSAL** - Agency enters statement to agree with the number entered in the upper right corner of the form: Example Form 276- 1 , "for transfer." Any surplus that is going to another agency or organization must have a point of contact and telephone number entered in this block.
- 10:           **AUTHORIZED AGENCY REPRESENTATIVE** - Enter name, title, and signature of the individual who has the authority to dispose of surplus and to remove it from accountability. Must match the signature letter on file at the CSPA.

FORM 276-

Owning Agency Name & Billing Address:<sup>2</sup>[illegible]

PROPERTY LOCATION - CONTACT PERSON - TELEPHONE NO'S

REQUESTED METHOD OF DISPOSAL:<sup>9</sup>

CSPA SURPLUS PROPERTY APPROVAL:

**Signature:**

Date:

AUTHORIZED AGENCY REPRESENTATIVE SIGNATURE & TITLE:<sup>10</sup>

AUTHORIZED AGENCY REPRESENTATIVE SIGNATURE & TITLE:  
*Barbara L. Shea, Program Asst.*  
 ATTACHMENT "A"

[illegible]