STATE OF COLORADO DECLARATION OF SURPLUS PROPERTY, FORM 276 (10/07)

Date prepared

Page of

Owning Agency:	billing address UNC Carter 1002 501 20th St., Greeley, CO 80639		fax number (970) 351 - 1142
	contact person Joe Tacorante	e-mail Joe.Tacorante@unco.edu	phone number (970) 351 - 2389
Property location:	if different from the owning agency address Parsons Hall, 411 20th St., Greeley, CO 80631		
Receiving Agency:	address, needed only if transferring or donating		
	contact person	e-mail	fax number ( ) -

qty	id number	item description	sanitized	condition code	recommended disposition

SIGNATURE : owning agency individual authorizing disposal — date

SIGNATURE : CSPA — date

Form completion instructions:

qty: how many there are; **id number**: any unique number identifying the item

item description: describe the property

sanitized: have hard drives been sanitized in compliance with Department of Defence (DOD) Standard 5220.22 - M, yes or no

condition code: **A** useable "as-is"; **B** useable with minor repairs; **C** not currently useable, requires considerablel repairs; **D** not useable/repairable, i.e., junk; **E** recycle; **F** electronic waste; **G** obsolete

recommended disposition: what the owning agency wants to do with the property, i.e., trade in, donate, sell, auction, turn in to CSPA

CSPA fax number is (303) 320-1050, no cover sheet is needed