

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

Date prepared

Page of

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|--------------------|-----------|------------------|--|--|--|-------------------------------------------------------------------------------------------|-----------|-------------------------------------------------|-------------------------|--------------------------------|--------------------------------------------------------------|--|
| 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 | | | |
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| 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

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

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 considerable 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