

Horry County Government

PROCUREMENT DEPARTMENT

www.horrycounty.sc.gov



WORK ORDER #: _____

Horry County Office of Procurement

103 Elm Street, 1st Floor

Conway, South Carolina 29526

Phone 843.915.5380

GENERAL SURPLUS PROPERTY DECLARATION FORM

(Non - Information Technology related)

FROM:

TO:

Disposing Dept. # _____

Department Name _____

Department Head Signature

Date _____ Asst. Co-Admin. _____

Contact Person _____ Ext: _____

Receiving Dept. # _____

Department Name _____

Department Head Signature

Date _____ Asst. Co-Admin. _____

Contact Person _____ Ext: _____

Reason for Disposal – check all that apply:

Transfer ☐ Damaged ☐ Operable ☐ Non-Operable ☐ Obsolete ☐ Confiscated ☐

Item(s) Grant-Purchased?

Yes ☐ No ☐

Comments/Special Instructions: _____

Asset # * /Serial #/Model #:

Item Description:

Action Taken and Date:

_____	<input type="checkbox"/>	_____	_____
_____	<input type="checkbox"/>	_____	_____
_____	<input type="checkbox"/>	_____	_____
_____	<input type="checkbox"/>	_____	_____
_____	<input type="checkbox"/>	_____	_____

*** Items originally purchased as capital items must be identified as such by placing a check mark in the box ☐ beside that item.**

Capital items are defined as originally purchased using capital funds or had an initial, individual cost of more than \$5,000.00 and had an estimated useful life in excess of two years.

Please attach additional sheet if needed