

Office of IT/GIS

Conway, SC 29526

103 Elm
Conway, SC 29526

Phone (843) 915-5240

INFORMATION TECHNOLOGY
SURPLUS PROPERTY DECLARATION FORM

Dept # _____ Date ____/____/____	Date ____/____/____
Dept Name _____	
_____ Dept Head Signature	_____ Technology Officer Approval

Surplus Property Details

County Asset Tag (Blue)	IT/GIS Asset Tag (Green)	Model/Description
<input type="radio"/> Operable <input type="radio"/> Inoperable		Completed by IT/GIS: <input type="radio"/> \$V <input type="radio"/> 0V <input type="radio"/> Use <input type="radio"/> GD <input type="radio"/> EB <input type="radio"/> TI
<input type="radio"/> Operable <input type="radio"/> Inoperable		Completed by IT/GIS: <input type="radio"/> \$V <input type="radio"/> 0V <input type="radio"/> Use <input type="radio"/> GD <input type="radio"/> EB <input type="radio"/> TI
<input type="radio"/> Operable <input type="radio"/> Inoperable		Completed by IT/GIS: <input type="radio"/> \$V <input type="radio"/> 0V <input type="radio"/> Use <input type="radio"/> GD <input type="radio"/> EB <input type="radio"/> TI
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Comments/Special Instructions: _____

Please attach additional sheet if needed

Rev 1. 07-2010

Information Technology Surplus Property Instructions

1. Complete form above

- a. Header Information
 - i. Dept #
 - ii. Date
 - iii. Dept Name
 - iv. Dept Head Signature
- b. Surplus Details
 - i. County Asset Tag (Blue Tag)
 - ii. IT/GIS Asset Tag (Green Tag)
 - iii. Indicate by check circle if equipment is operable or inoperable
 - iv. Complete Model/Description
- c. Enter any comments or special instructions

*Items shaded in **Blue** will be completed by the IT/GIS Department.*

2. Equipment Delivery

- a. Heavy Equipment or large quantities
 - i. Schedule review with Network Services Manager for onsite inspection
 - ii. Determination will then be made of transport and location delivery
- b. Equipment not applicable above should be delivered to the Technology Center
- c. Information Technology Surplus Property Declaration Form will be submitted to IT/GIS Department's Administrative Assistant at time of delivery.

3. Review Process

- a. IT/GIS will conduct formal review of equipment to determine disposal/use of equipment.
- b. Please upload the Information Technology Surplus Property Declaration form in a **Kace** ticket for IT/GIS department to review.