DEPARTMENT OF ENVIRONMENTAL PROTECTION

Surplus Property Disposal Certification/Receipt

NOTE: Disposal must be in the manner specified by the Surplus Property Review Board. Scrap disposal must be attested to by the person disposing of the property and one witness.

The surplus property listed below was released or disposed of as follows: (Indicate method of disposal and *print name and agency/company* of person to whom released, if applicable. If property was in scrap condition or disposal method is “OTHER”, *include a brief description of disposal procedure.)*

\_\_ SOLD; \_\_ DONATED; \_\_ TRANSFERRED; \_\_ TRADED; \_\_ SCRAPPED; \_\_ OTHER

AGENCY/COMPANY RELEASED TO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DESCRIPTION OF DISPOSAL PROCEDURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

| **Item #** | **Property #** | **Description** | **Sales Rec’t #** | **Cert. #** |
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TOTAL NUMBER OF ITEMS RELEASED/RECEIVED/DISPOSED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RELEASED/DISPOSED OF BY: DATE:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BY SIGNING THIS FORM I ACKNOWLEDGE THAT ALL DONATED PROPERTY RECEIVED IS FOR THE USE OF THE RECEIVING AGENCY.

RECEIVED BY: DATE:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Person receiving property, if applicable)

WITNESSED BY: DATE:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Witness to scrap disposal, if applicable)

DEPARTMENT OF ENVIRONMENTAL PROTECTION

Surplus Property Disposal Certification/Receipt

Continuation

| **Item #** | **Property #** | **Description** | **Sales Rec’t #** | **Cert. #** |
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