State of New Jersey

Department of the Treasury
Division of Purchase & Property

EXCESS/SURPLUS PROPERTY NOTICE

Department, Division & Bureau: _____

_____

Date: _____

INSTRUCTIONS: List items by category, one category per page. It is the policy of this Department to afford the first opportunity to transfer Excess/Surplus items to its own internal units. If the items are not transferred within this Department, notify the Surplus Property Unit, Distribution and Support Services, P.O. Box 234, Trenton NJ 08625-0234. Phone (609) 530-4782, FAX (609) 530-4582.

1. LOCATION OF EXCESS/SURPLUS PROPERTY
Building:_____ Room#:_____
Street:_____ City: _____

3. INSPECTION DATES AND HOURS
Date(s): _____ From: _____To:____
Last date for requesting property: _____

2. CONTACT PERSON
Name: _____Phone: _____

4. CHECK ONE
__ Appointment Required __No Appointment Required

ITEM NO.	QUANTITY	ITEM DESCRIPTION	MAKE & MODEL	SERIAL NUMBER	ACQUISITION (COST)	ACQUISITION DATE (Month & Year)	Check One	
							OPERABLE	INOPERABLE

OWNING AGENCY: ⇒

Certifies that no Division in the Department of _____ has need of this property. Transfer, disposal or sale of above items comply with the current Purchase & Property Circular Letter on Excess/Surplus Property.
Transfer, disposal or sale documentation on file at this Agency for review.

Signature of Approval Officer: _____Date: _____

Form PB-160 (Rev3/07)