NEW YORK STATE OFFICE OF GENERAL SERVICES
SURPLUS PERSONAL PROPERTY DISPOSITION
BLDG. 18, SUITE 102
THE GOV. W. AVERELL HARRIMAN
STATE OFFICE BUILDING CAMPUS
ALBANY, NY 12226

REPORT OF SURPLUS PERSONAL PROPERTY

NAME AND ADDRESS OF REPORTING AGENCY

LOCATION OF PROPERTY

THE PERSONAL PROPERTY LISTED BELOW IS NO LONGER REQUIRED BY
THIS AGENCY AND THE AGENCY DECLARES, WITH RELATION TO
ENVIRONMENTAL CONSERVATION LAW, ARTICLE 27 AND 6NYCRR PART
371, THAT SUCH LISTED PROPERTY IS NOT, AND DOES NOT CONTAIN,
HAZARDOUS WASTE, PESTICIDES, OR RADIOACTIVE MATERIALS.

Authorized Signature: __________________________________
Phone No.: ____________________________________________

ITEM # | DESCRIPTION | # OF UNITS | CONDITION | FOR OGS USE ONLY
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PRINTED NAME (First, MI, Last) | TITLE | TELEPHONE NUMBER

INFORMATION SECURITY CERTIFICATION:
The undersigned acknowledges that the surplus IT equipment listed herein has been prepared for disposal and/or interagency transfer
by erasing all data stored on this equipment in a manner that ensures it cannot be retrieved. For example: hard drives on PCs, printers,
copiers, etc. have been forensically wiped or removed; all removable media (e.g., flash drives, tapes, diskettes) have been removed;
and the internal memory of cell phones, smart phones and PDAs have been permanently erased. If the data contained in a storage
device cannot be permanently erased, that storage device must be destroyed.

SIGNATURE: ____________________________________________
DATE: _____________________

NOTE: SHOULD THE DISPOSAL OF THIS EQUIPMENT REQUIRE ANY SPECIAL ACTION OR HANDLING, PLEASE EXPLAIN.

*Funds from which item(s) purchased

NOTE: ALL COSTS INCURRED BY OGS IN THE FINAL DISPOSITION OF THE IDENTIFIED “SPECIAL FUND” ITEMS, WILL BE DEDUCTED
FROM THE GROSS SALE PROCEEDS, PRIOR TO REIMBURSEMENT TO YOUR AGENCY.

CS-201(1/12)