

# MASSART

## DECLARATION OF SURPLUS STATE PROPERTY Form OSD 25 – MassArt Substitute

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This form is to be completed by the person who is initiating the declaration of surplus property. The appropriate Departmental Chair, Director or Vice President must sign the form prior to it being forwarded to MassArt’s Administrative Services Division (Tower Building – Room 401). This form must be completed with all available information as designated by the column headings. Condition codes are listed on the back of the form. Administrative Services staff will pick up the surplus items upon receipt of approved forms.

<b>Date:</b> _____	<b>Department Name:</b> _____
<b>Contact Person &amp; Extension:</b> _____	<b>Building &amp; Room #:</b> _____
<b>Authorization:</b> _____ Department Chair/Director/Vice President	

Description	Quantity	Age	Condition Code	Original Value	Equipment Tag #, or Item Serial #

<u>Condition Code</u>	<u>Definitions</u>
A-1	New or unused property in excellent condition. Ready for use and identical or interchangeable with new items delivered by a manufacturer or normal source of supply.
A-2	New or unused property in good condition. Does not quite qualify for A-1 (because slightly shopworn, soiled, or similar), but condition does not impair utility.
A-3	New or unused property in fair condition. Soiled, shopworn, rusted, deteriorated, or damaged to the extent that utility is slightly impaired.
E-1	Used property, but repaired or renovated and in excellent condition.
E-2	Used property which has been repaired or renovated and while still in good condition, it has become worn from further use and cannot qualify for excellent condition.
E-3	Used property which has been repaired or renovated, but has deteriorated and is only in fair condition. Further repairs or renovation required or expected to be needed in near future.
O-1	Property which has been slightly or moderately used, no repairs required and still in excellent condition.
O-2	Used property more worn than O-1, but still in good condition with considerable use left before any important repairs would be required.
O-3	Used property which is still in fair condition and usable without repairs; however, somewhat deteriorated, with some parts (or portions) worn and which should be replaced.
R-1	Used property still in excellent condition, but minor repairs required. Estimated cost of repairs would cost no more than 10% of the acquisition cost.
R-2	Used property in good condition, but considerable repairs required. Estimated cost of repairs would be from 11% to 25% of acquisition cost.
S - Salvage	Personal property that has some value in its basic material content, but which is in such condition that it has no reasonable prospect for use for any purpose as a unit and its repair or rehabilitation for use as a unit is clearly impractical.
W - Worthless	Property that has no value at all.
* Estimated Cost:	Actual acquisition cost (original cost) or the agency surplus officer's best estimate of the acquisition cost.