



STATE OF MISSOURI  
 STATE SURPLUS PROPERTY  
**REPORT OF STATE OWNED SURPLUS PROPERTY**

2846 HIGHWAY 179  
 PO BOX 1310  
 JEFFERSON CITY, MISSOURI 65109  
 573-751-3415 OR 888-295-7796

DEPARTMENT		DATE	
DIVISION		CONTACT	
PROPERTY LOCATION (STREET, CITY, STATE, ZIP CODE)		PHONE NUMBER	
<b>ACQUISITION FUNDING (ONLY 1 FUNDING PER PAGE)</b>	SAM II DEPOSIT CODES (REQUIRED)		SAM II DEPOSIT CODES (OPTIONAL)
	FUND	REPORTING CATEGORY	

INVENTORY NUMBER	COMPLETE DESCRIPTION REQUIRED	QUANTITY	CONDITION CODE

I VERIFY THAT COPIERS/PRINTERS HAVE BEEN SANITIZED OF ALL MEMORY WITH APPROPRIATE SOFTWARE <input type="checkbox"/> YES <input type="checkbox"/> NO	SANITIZERS SIGNATURE	DATE SANITIZED
COMPUTERS SANITIZED PURSUANT TO MISSOURI'S ADAPTIVE ENTERPRISE ARCHITECTURE COMPLIANCE COMPONENT - DISPOSAL PHASE <input type="checkbox"/> YES <input type="checkbox"/> NO	SANITIZERS SIGNATURE	DATE SANITIZED
SHIPPER'S SIGNATURE (REQUIRED)	RECEIVING SIGNATURE	

**PROCEDURES FOR AGENCIES WITH PROPERTY TO SURPLUS  
TO THE MISSOURI STATE AGENCY FOR SURPLUS PROPERTY**

Items to be surplused must be listed on an SS1 (MO 300-1249) "Report of State Owned Surplus Property". SS1 must include: Complete address (street, city, zip code), contact person who knows about the property, telephone number, property funding (SAM II Codes) and complete description of items. A separate SS1 must be submitted for each funding source (general revenue, federal funds, etc.). A separate SS1 must be submitted for vehicles.

All SS1s must be signed by an authorized person in the box marked "shipper's signature".

**Indicate the condition of item(s) by the following codes:**

**N** (New),

**S** (Serviceable) — Working condition

**R** (Repairable) — Not working but could be repaired

**C** (Condemned) — Damaged beyond repair

- List any major deficiencies: Parts missing, damage, etc. that are known.
- List any special situations that might apply: Removable deadlines; when available if still in use, special removal requirements because of size, weight, or installation, material handling equipment requirements, storage charges, etc.
- Vehicles must have all lettering and decals removed that identify it as a State of Missouri vehicle. Attach unsigned title to the SS1.
- It is the reporting agency's responsibility to sanitize ALL equipment with memory using appropriate software for computers, copiers and printers (the sanitized area of the SS1 must be signed verifying completion of this process).
- It is the reporting agency's responsibility to remove ALL files & other items from file cabinets, desks, vehicles, etc.
- It is the reporting agency's responsibility to deliver property to MOSASP as required.

Forward a copy of the SS1 to MOSASP and retain a copy for your records.

MOSASP will notify the contact person with instructions for disposition of the property.

MOSASP authorized personnel will sign the SS1 in the box marked "receiving signature" after disposition of the property is completed.

**INCOMPLETE SS1s WILL BE RETURNED TO THE SENDING AGENCY TO BE COMPLETED. NO EXCEPTIONS.**