

INSTRUCTIONS FOR COMPLETING FORM - DGS-950-9

1. **Item Number** - Number items on each declaration consecutively starting from Number 1.
2. **Quantity** - List the number of items under a single description (i.e. classroom chairs) that do not have individual equipment I. D. #'s.
3. **Property Tag Number** - List the property identification number that identifies that particular piece of property.
4. **Description** - Provide as much descriptive information for each item as necessary for positive identification, such as color, size, type of material, unit of measure if other than each, etc. For equipment, also include the year, make, model and serial number.
5. **Acquisition Cost and Date** - List the total purchase cost of all units and month and year acquired.
6. **Condition** - Check the column marked "Good", "Fair", or "Poor" to indicate that an item can be used "as is" without repairs or refurbishing even though it may be old, worn or obsolete, "Good" means an item is serviceable and both appearance and operation are completely satisfactory. "Fair" means an item is serviceable and the appearance or operation does not show signs of abuse or hard wear. "Poor" means an item is serviceable but abuse or hard wear is obvious in the appearance or operation. Check the column marked "Unserviceable" to indicate that an item is inoperable, will not operate in a satisfactory manner or is not functional without repairs or refurbishing.
7. **Description of needed repairs** - If the unserviceable column is checked, describe repairs necessary to restore to "Good" condition.
8. **Trade-In Items** - Refer to the Excess Property Disposal procedures in the DGS Inventory Control Manual.
9. **Location of Property** – If the property is located somewhere different than indicated on the Excess Property Declaration it should be noted on the paperwork.
10. **Motor Vehicles** - Refer to the Appendix 1 - State Motor Vehicle Disposition in the DGS Inventory Control Manual.
11. **Send Completed Form(s) to:**
Department of General Services
Inventory Standards
301 W. Preston Street Room 1514
Baltimore, MD 21201