

STATE OF HAWAII EXCESS STATE PROPERTY

This form is to be used for property that has a remaining useful life but is no longer required by the custodial agency and is available for transfer to other State department or agency. The item(s) will be consolidated into the SPO, Excess State Property List, which is listed on the SPO web page on the 20th of each month. This list will be active for 30 days, if no takers, the custodial agency shall follow the sequence for disposal of surplus state property. **Please submit this form by the 15th to be included in that months' listing.**

Submit electronically to inventory.management.office@hawaii.gov

(May be emailed directly to IMO in Excel format. Check with your FO/ASO)

DEPARTMENT:	DATE:
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DIVISION / AGENCY:

CONTACT PERSON:	PHONE NO.:
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QTY	DESCRIPTION OF PROPERTY (NOUN / MAKE / MODEL / SERIAL NUMBER)	ACQ DATE	ACQ COST	ISLAND