

**State of Rhode Island  
REPORT OF SURPLUS FIXED ASSETS**

FA-70 Number \_\_\_\_\_

ACCOUNT NUMBER: \_\_\_\_\_

DATE: \_\_\_\_\_

DEPARTMENT/AGENCY NAME: \_\_\_\_\_

DIVISION: \_\_\_\_\_

**PLEASE CHECK ONE BOX BELOW:**

- PROPERTY LISTED WILL BE TRANSFERRED TO THE STATE SURPLUS WAREHOUSE FOR APPROPRIATE DISPOSITION  
 PROPERTY LISTED IN SCRAP CONDITION- REPORTING AGENCY REQUESTS AUTHORITY FOR DISPOSAL

ITEM NO.	UNIT	QTY	CC	DESCRIPTION OF EACH ASSET	SERIAL #	BARCODE #	ACQUISITION COST	
							UNIT	EXTENDED

Computer certification: I, \_\_\_\_\_, certify that all personal/sensitive data contained on computer system hard drives has been removed.  
 (Dept. Head Authorized Agent or Officer of Information Technology Authorized Agent)

\_\_\_\_\_  
DEPARTMENT/AGENCY HEAD AUTHORIZED AGENT

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
STATE SURPLUS PROPERTY SIGNATURE

\_\_\_\_\_  
PROPERTY RECEIPT DATE

## INSTRUCTIONS FOR STATE FORM FA-70

**Complete all necessary sections and submit one copy via fax to Surplus Property (462-4250) and one copy to the Fixed Asset Unit Office of Accounts and Controls (Fax 222-6437).**

**FA-70 NO:** Leave blank (to be assigned by SASP).

**ACCOUNT NUMBER:** Account number used to purchase item (if unknown put N/A).

**DATE:** Day on which you complete form FA-70.

**DEPARTMENT/AGENCY:** Name of holding Department/Agency reporting the property surplus.

**DIVISION:** Division of Department/Agency reporting property surplus.

**CHECK ONE BOX BELOW:** Check appropriate box.

**ITEM NO:** List items in numerical sequence.

**UNIT:** Unit of issue i.e. Each (Ea.) Pair (Pr) Drum (Drm) Feet (Ft) Pounds (Lbs.).

**QUANTITY (QTY):** Number of units reported of line item.

**CONDITION CODE (CC):** (1) New (2) Good (3) Fair (4) Poor (5) Scrap.

**DESCRIPTION:** Describe item (include make, year, model, where applicable).

**SERIAL NUMBER:** (Where applicable).

**BARCODE:** (Where applicable).

**ACQUISITION COST:** The cost of the unit at the time of purchase (if unknown please estimate).

**COMPUTER CERTIFICATION:** Authorized Agent must sign, certifying that all personal/sensitive data contained on computer system hard drives has been removed. (For assistance contact OFFICE OF INFORMATION TECHNOLOGY)

**DEPARTMENT/AGENCY HEAD AUTHORIZED AGENT:** The signature of the Department/Agency head or his authorized agent.  
(as designated on State Agency For Surplus Property Application)