

**STATE OF MONTANA DECLARATION OF SURPLUS PROPERTY
PROPERTY ADJUSTMENT RECORD (PAMS)**

AGENCY USE ONLY:

PROPERTY & SUPPLY ONLY:

ACCOUNTING USE:

PROPERTY NUMBER:	DOCUMENT #: 3- ^(A)	AGENCY CODE: ^(B)	CLASSIFICATION/TYPE ^(C)								
AGENCY NAME:		AGENCY REQUESTED ACTION:									
DEPARTMENT NAME:		ITEM:									
LOCATION OF PROPERTY:											
CONTACT PERSON:											
PHONE:	DATE:										
FUNDING:	EST. VALUE \$										
SIGNATURE OF AUTHORIZED OFFICIAL											
*** DISPOSITION INSTRUCTION ***		PSB CONTROL # :									
1. <input type="checkbox"/> Property & Supply will screen listed items and pick up usable property on		PSB STOCK #:									
2. <input type="checkbox"/> Please deliver to surplus property warehouse at your earliest convenience		PSB APPROVAL:									
3. <input type="checkbox"/> Property & Supply Bureau will sell items.		DATE RECEIVED:									
4. <input type="checkbox"/> You are authorized to transfer listed property to:		PRICE \$\$:									
5. <input type="checkbox"/> You are authorized to trade-in listed property to:		REMARKS:									
6. <input type="checkbox"/> Property is authorized for disposal as marked:											
a. <input type="checkbox"/> Destruction on site											
b. <input type="checkbox"/> Dispose of for Material Content											
c. <input type="checkbox"/> Cannibalize											
d. <input type="checkbox"/> Other:											
7. OTHER:											
Description	Cost	Acquisition Date	N U I	Location	Responsibility Center	Funding Source	Inventory Date	Con	Est. Life	Control Account	
F	G	H	I	J	K	L1 L2	M	N	O	P1	P2