

# UMB Excess Property Declaration/Capital Asset Deletion Form

## DocuSign Instructions

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## Purpose

The **Excess Property Declaration/Capital Asset Deletion Form (EPDF)** has transitioned to DocuSign to improve efficiencies in the approval process.

The new process minimizes paper waste, scanning and emailing, and provides better organization for the approving parties. In addition, all digital signers will automatically receive a copy of the completed form for their records.

For more general information on DocuSign, visit Central Information Technology Service's DocuSign page at: <https://www.umaryland.edu/cits/services/docusign/>.

Use the following link to access the new form or copy and paste the link into your web browser:

<https://powerforms.docusign.net/f155b440-75da-44e7-a952-7948da405f3f?env=na3&acct=f779d0ec-0798-4308-920b-6ee2bfff1782>

## Signer Information Page

### PowerForm Signer Information

Form: UMB Surplus Property Form

Fill in the name and email for each individual area listed below. All individuals entered will receive an email letting them know when they are required to complete, review and/or sign the document. When you have completed the form, click the FINISH button to route the form to the next area.

Please enter your name and email to begin the signing process.

#### Requester Name & eMail

Your Name: \*

Your Email: \*

Please provide information for any other signers needed for this document.

#### Department Administrator/Representative Name & eMail

Name: \*

Email: \*

The Requester will be the contact person for this form. The Department Administrator/Representative will be the “department head” that approved of the removal.


**Note:** The Department Administrator/Representative can be the same as the Requester if they are also the department head.

## Document First Page: Reason for Removal





### Administration and Finance Excess Property Declaration/Capital Asset Deletion Form

(Capital, Non-capital and Fixed Assets or Supplies and Materials)

This form can be found on the [Surplus Property page](#) (Click Here)   
Please email [surplusproperty@umaryland.edu](mailto:surplusproperty@umaryland.edu) with any questions regarding the completion of this form.

**NOTE:** This form **cannot be used** for assets that store data. Media that contains data must be disposed via the [Media Disposal System](#) (Click Here)  in accordance with [UMB Policy X-99.08\(A\) on Disposal of Media Containing Data](#) (Click Here)  and Financial Services Procedures on [Capital Asset Management](#) (Click Here)  and [Noncapital Assets](#). (Click Here) 

Contact Name	Angela Ober	Contact Email	aober@umaryland.edu	
School/Department		Department Code		
Location		Control Number (Assigned by Surplus Property Manager)		
Capital or Non-Capital Asset?	-- select --	Hazardous or Radioactive?	-- select --	If Hazardous/Radioactive, complete <a href="#">Equipment Clearance Form</a> and attach. (Click Here) 

Reason for Removal	-- select --
If trade in, attach copy of approved requisition/PO indicating trade in.	If donated, please complete Certification Statement (Click Here)  and attach.
If missing on inventory, attach letter stating it was not found during subsequent investigation by the Chairman.	If disposed of, documentation that the asset is unserviceable. If no documentation is available, please provide explanation.
If stolen, attach copy of police report.	If taken with researcher, attach written permission of Department Chairman, Dean, & ORD Sponsored Program Administration.
If to be sold, enter SOAPF.	

### Required Fields


Any field that is highlighted in **red** is required. This includes:

- Requester's School/Department
- Department Code
- Location of item
- Indication of whether the item is a Capital Asset or Non-Capital Asset
  - Capital Assets are equipment or other physical assets with an acquisition cost of \$5,000 or more. Capital Assets will have a UMB Tag on them with a corresponding Asset Tag Number.
  - Non-capital assets are equipment or other physical assets with an acquisition cost of \$1,000 or more but less than \$5,000 per unit and with a useful life greater than one year.
- Indication of whether the item is Hazardous or Radioactive.
  - If Hazardous/Radioactive, an [EHS Equipment Clearance Form](#) must be attached.
- Reason For Removal (please see next section for corresponding required documents)

**Note:** Any electronic item owned or leased by the University that contains data or a hard drive (such as computers, cell phones, thumb drives, servers, etc.) that need to be disposed of must go through the [Asset Disposal System](#). Please contact the [appropriate authorized user](#) in your department to dispose of these items.

## Required Documents

Reason for Removal: **Trade In** Required - Attachment - Attach required Trade-In documentation.

If trade in, attach copy of approved requisition/PO indicating trade in.	If donated, please complete Certification Statement <a href="#">(Click Here)</a> and attach.	
If missing on inventory, attach letter stating it was not found during subsequent investigation by the Chairman.	If disposed of, documentation that the asset is unserviceable. If no documentation is available, please provide explanation.	
If stolen, attach copy of police report.	If taken with researcher, attach written permission of Department Chairman, Dean, & ORD Sponsored Program Administration.	
If to be sold, enter SOAPF.		

Depending on your selection for the reason for removal, required documents and attachments may be needed. An icon with a down-facing arrow and paperclip will appear to the right of the Reason for Removal section if a supporting document is required. The lighter grey section underneath the drop down menu indicates what documents are required for each reason.

Please refer to the following table for document requirements:

Reason for Removal	Attachment Required?	Documents/Information Required
Trade in	Yes	Copy of Approved Requisition/PO indicating trade in
Missing/Lost	Yes	Letter stating it was not found during subsequent investigation by the Chairman
Donated	Yes	<a href="#">Certification Statement</a> signed by a contact of the organization that received the donation
Disposed Of	Yes, or explanation	Documentation that the asset is unserviceable OR explanation in field that populates if this reason is selected
Stolen	Yes	Copy of police report
Taken with Researcher	Yes	Written permission of Department Chairman, Dean, & ORD Sponsored Program Administration
To Be Sold	No, but SOAPF required	SOAPF

## Second Page: Description of Items



**Administration and Finance**  
**Excess Property Declaration/Capital Asset Deletion Form**  
(Capital, Non-capital and Fixed Assets or Supplies and Materials)

Description of Item(s)			
Name of Equipment (Model No. if Applicable)	Serial No.	Asset Tag No.	Functional?
<input type="text"/>			
<input type="text"/>			
<input type="text"/>			
<input type="text"/>			

Attach list if more than 5 items.



Optional

Department Administrator Signature		Date	
Surplus Property Manager Signature		Date	
General Accounting Signature (if Capital Asset)		Date	

### Required Fields

Description of Item(s)			
Name of Equipment (Model No. if Applicable)	Serial No.	Asset Tag No.	Functional?
<input type="text" value="Item Description"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="-- select --"/>
<input type="text"/>			
<input type="text"/>			

Items to be removed must be listed out. If there are more than 5 items to be removed, an option to attach an excel spreadsheet with the same corresponding information is acceptable.

As the requester, you must:

- Enter at least 1 piece of equipment being removed.
- Indicate if the item is functional.

Optional fields are Serial Number and Asset Tag Number. Please note, if you have a Capital Asset, you must put the Asset Tag Number on this form.

## Required Signatures and Approval

After submitting the form via DocuSign, the form will either be sent to General Accounting or the Surplus Property Manager for review. Different routing will take place depending on if the item is a Capital Asset or Non-Capital Asset and the reason for removal.

Please refer to the table below for routing scenarios:

Reason for Removal	Capital/Non-Capital/Neither	Routing
Trade in	Either	General Accounting
Missing/Lost	Either	General Accounting
To Be Sold	Either	Surplus Property Manager, then General Accounting
Taken with Researcher	Either	General Accounting
Stolen	Either	General Accounting
Disposed Of	Capital Asset	Surplus Property Manager, then General Accounting
Disposed Of	Non-Capital	Surplus Property Manager
Donated	Capital Asset	Surplus Property Manager, then General Accounting
Donated	Non-Capital	Surplus Property Manager

## Final Steps

After the appropriate parties sign with approval, both the Requestor and Approver will receive copies of the completed DocuSign form.