

# DECLARATION OF SURPLUS PROPERTY

## MEMORANDUM

TO: Comptroller's Office  
Attn: Sherese Simmons  
1200 Market Street, Room 311  
St. Louis, Missouri 63103

FROM: \_\_\_\_\_ Dept: \_\_\_\_\_

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

RE: Declaration of Surplus Property

Respectfully request that the items listed below be declared surplus.

Description of Property	Location	Condition	Asset Number.FAMS	Quantity Retired

\_\_\_\_\_  
Appointing Authority

\_\_\_\_\_  
Title

Contact Person \_\_\_\_\_

Phone \_\_\_\_\_

\_\_\_\_\_  
Comptroller's Approval

\_\_\_\_\_  
Date

\_\_\_\_\_  
Number

Copy to: Supply Division