

## How to Complete the Surplus Property Notification Form (SPN Form)

An Surplus Property Notification Form (SPN Form) is the form used to identify item(s) to be disposed of through one of the available disposal processes. When disposing of a fixed asset (an asset that has been entered in the financial system (E1), the SPN Form is generated from E1.

When an asset is a non-fixed asset and no fixed asset record exists in E1, an SPN Form is created by the disposing agency using the form (in excel format) created by Materiel Division/Surplus Property. The Form is available online at [\\*\\*\\*](#), and should be completed as follows:

**Date:** Enter the current date

**SPN Number:** The SPN number is a number assigned by the agency and used to identify asset(s) to be processed through a particular surplus process for disposal. The first two digits of an SPN signify the Agency, the next two digits signify the division, the next two digits are the last two numbers of the calendar year in which the asset(s) is being disposed, followed by a 4-digit sequence designated by the Agency. Example shown below:

65 05 18 0001

**Disposal Type:** Click in the cell, which will reveal a drop down arrow at the right side of the cell. Select the appropriate Disposal Type.

**Agency Number:** Enter in the 3-digit agency number

**Division Number:** Enter in the 3-digit division number, if applicable

**Agency/Division Name:** Enter the name of the Agency/Division as appropriate

**Contact Person:** Enter the name of the person we can speak to the disposal request

**Phone Number/Email:** Enter the appropriate contact information for the contact person

**# of Items (Qty):** Enter the number of items for that particular line if items are identical. (i.e. 3 Dell computer monitors, or 4 rolling office chairs)

**Description:** Enter a brief description of the item. The description should be detailed enough to adequately identify the item and should include brand, model and/or serial number whenever possible.

**Destruction Type:** If the disposal request is a destruct, click in the cell and select the appropriate destruction type. For all other disposal types, select N/A for this cell.

**Condition:** Enter the condition of the item. Options may include: New; Unused; Scrap; Working; Non-Working; etc. If warranted, use the Description field if more detail is helpful.

**Lot # and Auction Date** are fields available for Surplus Property's use and do not need to be completed by the agency.