

The WRC Excess Worksheet COMPLETION INSTRUCTIONS

The WRC Excess Worksheet is intended to serve as an easy mechanism for reporting Excess Personal Property. The worksheet can be used to report all property (accountable and not accountable) that is no longer needed by a using activity. Complete the top part of the worksheet by providing all of the information requested. Following is a list of the information to be entered in each column.

FSC Group - (Federal Supply Classification Group) Check the WASC Property Description Codes Handbook (Property Website - Personal Property Address: <http://www.pps.noaa.gov/offnames.html> and enter the first four digits of the FSC Group, i.e. 7010 for ADPE.

NFC ID Number - For accountable Personal Property only, provide the NFC ID (Bar Code Number) as reflected on the master inventory report. For property not listed on inventory report, state "NONE" (No Bar Code Number or Not on inventory report).

Description - Provide a full description of the property. Include the principal noun, adjective, model, manufacturer and year, and serial number.

Condition Code - MANDATORY for all EXCESS Action. Select the appropriate Disposal Condition Codes from the list on page one.

Quantity - Enter the number of unit.

Cost Per Unit - Enter the original acquisition cost (From Sunflower). If unavailable, estimate the cost.

NOTES: Y2K compliance requirements.

Disposal of Year 2000 (Y2K) noncompliant biomedical equipment and information technology (IT) equipment - reference: GSA Bulletin FPMR H-76 (August 4, 1999) Item Reported excess has to be identified by the reporting property custodian whether the item is:

- 1) Y2K Compliant
- 2) Y2K non compliant
- 3) Y2K status unknown

Y2K status must be visible on the equipment and all reporting documents. Y2K status is required on the Excess Worksheet.

After signatures have been obtained this form must accompany the equipment to Warehouse 33 for Excess.