

NOAA FORM 37-50 (December 2015)		U.S. Department of Commerce National Oceanic and Atmospheric Administration		DATE:		NUMBER:	
NOAA NON-ACCOUNTABLE EXCESS AND DISPOSAL				PURPOSE: (Check appropriate box)			
				EXCESS <input type="radio"/>		UNICOR <input type="radio"/>	
FROM:				TO:			
Line Office				Bureau			
Organization Code				Organization Code			
Location				Location			
Custodian Name				Custodian Name			
Custodian #				Custodian #			
Address				Address			
Phone #		Room #		Phone #			
Property Accountability Officer Name							
* CONDITION CODE: 1=Excellent, 4=Usable, 7=Repairable, X=Salvage, S=Scrap							
DESCRIPTION		MANUFACTURER	ACQ DATE	MODEL NO.	SERIAL NO.	ORIGINAL ACQUISITION AMOUNT	COND TN. CODE
APPROVAL/RECEIPT OF RELEASING OFFICIAL							
SIGNATURE				PRINT NAME		DATE	
APPROVAL/RECEIPT OF RECEIVING OFFICIAL							
SIGNATURE				PRINT NAME		DATE	

NOAA FORM 37-50 Continuation (December 2015)	U.S. Department of Commerce National Oceanic and Atmospheric Administration	DATE:	NUMBER:
Custodian Name			

* **CONDITION CODE:** 1=Excellent, 4=Usable, 7=Repairable, X=Salvage, S=Scrap

DESCRIPTION	MANUFACTURER	ACQDATE	MODEL NO.	SERIAL NO.	ORIGINAL ACQUISITION AMOUNT	CONDITN. CODE

INSTRUCTIONS FOR COMPLETING HARD COPY NF 37-50 FOR NOAA NON-ACCOUNTABLE EXCESS AND DISPOSAL

Date: Enter Date

Number: Enter Julian Date, Number Sequence

Purpose: Choose action (Check appropriate box)

FROM:

Line Office: Line Office name

Organization Code: 18-digit personal property organization code

Location: Location of property

Custodian Name: Custodian name & signature

Property Custodian Number: 9-digit Custodian number

Address: Custodian address

Phone Number: Property Custodian phone number

Room Number: If applicable

PAO Name: PAO Name & Signature

TO:

Bureau: Bureau name or Vendor Company Name

Organization Code: 18-digit personal property organization code (if not applicable leave blank)

Location: Location of property

Custodian Name: Custodian name & signature

Custodian #: Custodian number (Vendor Company POC)

Address: Custodian or Vendor Company Address

Phone Number: Custodian or Vendor Company phone number

Description: Description of the equipment

Manufacturer: Original manufacturer from the property item

Acquisition Date: Include Mfg date if known

Model Number: Manufacturers model number

Serial Number: Manufacturers serial number

Original Acquisition Amount: Acquisition cost of the equipment when purchased

***Condtn Codes:**

1	Excellent	Unused property that is usable without repairs and identical or interchangeable with new items from normal supply sources.
4	Usable	Used property that is usable without repairs and most of its useful life remains.
7	Repairable	Required repairs are minor and should not exceed 15 percent of original acquisition cost.
X	Salvage	Property has some value in excess of its basic material content, but repair or rehabilitation to use for the originally intended purpose is clearly impractical.
S	Scrap	Material that has no value except for its basic material content.

Approval/Receipt of Releasing Official: Required for all Excess and UNICOR

Approval/Receipt of Receiving Official: Required for Excess and UNICOR – ensure name is printed as well as signed

NOTES:

1. The form must be typed, contact your LOR for further instructions
2. When sending items to a Recycler, in the Purpose box check EXCESS and use Condition Code S
3. Use the Continuation sheet if additional space is needed for more items
4. On the next line following the last item on the list, add the following statement:

-----LAST ITEM-----

This must go across the entire page and can be handwritten to ensure no items are added after PC and PAO signatures

5. After Last Item in the Description box, ensure you include remarks that justify sending to a Recycler e.g., old and obsolete
6. Do not use double spacing

If you have any questions, please contact PPMB