**Notification Of Excess Property Form:**

Prisoner Full Name:       Date:

Offender #:

This form is to serve notice that you have excess property in storage at the following institution:

Your excess property consists of:

You have **ninety** (**90**) calendar days from the date of this letter to make arrangements with the institution for the shipping (at your expense), pick-up or disposal of the property.

If no response is received by       the property shall be disposed of pursuant to Department P&P 811.05, Prisoner Personal Property And Release Clothing, Procedures section XII.

Institution Contact Information:

Institution:

Address:

Telephone Number:

Point of Contact:

Notifying Officer Printed Name: Date:

Notifying Officer Signature: Title:

**If form was handed to prisoner have prisoner sign acknowledgement below:**

By signing below, I acknowledge receipt of this form and understand that I have ninety (90) calendar days in which to arrange for the disbursement of my excess property:

Prisoner Printed Name: Date:

Prisoner Signature:

Distribution:

Original to Prisoner. Copy to Notifying Officer. Copy to Prisoner File. Copy to Property Clerk.