

SCREENERS TALLY REQUEST TO FREEZE/HOLD EXCESS/SURPLUS PROPERTY

(Prescribing Directive: DRMS-H 4160.14, Vol II)

SCREENERS NAME, AGENCY, PHONE

NAME OF DRMO & PHONE

DATE:

ITEM NO.	STOCK NUMBER	UNIT OF ISSUE	QTY	DOCUMENT (DTID)	STORAGE LOCATION	DEMIL CODE	COND CODE	UNIT PRICE	TOTAL PRICE	ITEM DESCRIPTION

DRMS FORM 103

JUSTIFICATION: _____

REASON WHY USING A MANUAL DRMS 103: _____

APPROVED BY STATE COORDINATOR.

GARY HOWARD

DATE