

Surplus Materials Forms

NOTE: This form is NOT to be u	sed for Library/Textbook or Technology Equipment S	urplus	
Date	Contact Person	Phone Number	
Building	Pickup Location in Building (e.g. Room #, office, gym)		
Requested Pickup Date	Bldg Admin Approval		
Additional Approvals (if applical	ble - for items originally purchased using one of the fo	llowing funding sources):	
Career & Technical Education	A [.]	thletics	
Special Services		Music	

Make/Model Description	Serial/Identification #	Qty	Enter Condition: *Useable *Broken/Non Repairable *Broken/Repairable *Unusable (Recycle/Destroy) *Marked for Spirit Gear Sale	Warehouse Use Only *Surplus *Storage *Recycle/Destroy

Instructions:

1) Offer surplus items to other schools/departments via the District Bulletin Board

2) For items not claimed by other locations, complete all fields of this form (a separate Move Request Card is NOT necessary)

3) Attach copy of District Bulletin Board announcement

4) Forward this completed form to the Logistic Support Center

5) If the surplus items are old athletic clothing or uniforms that will be sold as "spirit gear", forward this form directly to Purchasing

Warehouse Use Only		
Driver Signature	Pickup Date	
NOTES:		
Business Office Use Only		
Business Office Signature	Board Approval Date	
Agency Authority #	DES Submit Date	
DES Surplus Approval #		