REQUEST FOR SURPLUS PROPERTY & RECORDS TO BE PICKED UP

This form must be completed and returned to the warehouse before any surplus property or records will be picked up. After this request is received, normally, time permitting the pick-up will be on the day custodial and office supply deliveries are made. We no longer will take phone calls for these pick-ups.

REQUEST FROM: _____ **School/Dept.**

NAME: _____ **DATE:** _____

Qty.	Item Description	* Fixed Asset #

* IF APPLICABLE

Location where these items are to be picked up (we prefer them to be in the same area where the custodial or office supply deliveries are made when possible):

_____

PLEASE KEEP A COPY FOR YOUR RECORDS