



SURPLUS PROPERTY TRANSFER FORM

Surplus Property List

All property to be surplused must be listed, including property that is not inventoried. Forms with lined out items or strikeouts will not be accepted and will be returned unapproved.

Must include serial number (if applicable) and current estimated value.

Description and/or Make of Item	Serial #	Model #	Tag #	Current Estimated Value	Condition*

**Indicate whether fair, good, broken, etc.*

 Signature & Title of person requesting disposal of property

Call 525-2354 to make arrangements for pickup and delivery to DCS State Surplus. Items will be verified by Surplus Property Agent at time of delivery or pickup.

(For DCS use only)

Approved <input type="checkbox"/> Denied <input type="checkbox"/>	_____ Department of Central Services
Date: _____	