

SURPLUS OR OBSOLETE ITEMS FORM

Date: _____

Surplus

Obsolete

Is this a Fixed Asset?

Yes

No

If yes, please note the tag number and asset number if known

Asset Number: _____

Tag Number: _____

Department: _____

Unit Number (If Applicable): _____

Description: _____

VIN/Serial Number: _____

Current Location: _____

Disposal Type (Check One):

Scrap

Sell

Auction

Donate

Other

Explain: _____

Form Completed by: _____

Phone Number: _____

Department Head Signature: _____

Please forward this form to logistics division with surpluses item.

Disposal Information to be completed by logistics

Sold To: _____

Picked up by: _____ Date _____

Sold Through _____

Amount Received: _____

Comments: