*Note: This form is submitted in connection with a work request for surplus.*

|  |  |
| --- | --- |
| Requestor’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **INVENTORY / SURPLUS**  **MANAGEMENT SHEET** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Purpose** | | **Item** | **Condition of Items** | | **Date** |
| Surplus | Office  Furniture | | Good | Scratched | Pick up date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Storage | Misc | | Fair | Broken | Delivery date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | Decal or serial # \_\_\_\_\_\_\_\_\_\_ | | Bad | Other |  |

**Description of Items**

|  |
| --- |
| Click here to enter text. |

**Inventory Disposition**

|  |  |
| --- | --- |
| Click here to enter text. | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_**  **Requestor’s Date**  **signature**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_**  **Moves & Setups Date**  **Signature**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_**  **Warehouse Supervisor Date**  **signature** |