State Surplus Property

- (1) Declaration: Transfer items to State Surplus
- (2) Request: Withdraw items from surplus property

(3) Department	(4) Division		(5) Date
Human Services			
(6) Address for Pickup/Delivery			(7) Page
(8) Contact Person & Phone Number		(9) Authorized By	

(10) Quantity	(11) Item/Description	(12) Condition Serviceable	(13) State ID Number

Signature of person receiving surplus property

Distribution: Retain a copy in the local file, send one copy to State Surplus, and forward one copy to the DHS Storekeeper. DHS facilities do not need to send a copy to the DHS Storekeeper.