

**SURPLUS TRANSFER REQUEST FORM**



DATE OF REQUEST: \_\_\_\_\_

REQUESTED MOVE DATE: \_\_\_\_\_

WORK ORDER# \_\_\_\_\_

<b>Transferred From:</b>	<b>Transferred To:</b>
<b>Department:</b>	<b>GSU Surplus Operations</b>
<b>Contact Person:</b>	<b>555 North Indian Creek Drive, Building CM</b>
<b>Building:</b>	<b>Room:</b>
	<b>Clarkston, GA 30021</b>
<b>Phone:</b>	<b>Phone: 678 891-3325</b>
<b>Fax:</b>	<b>Fax: 678 891-3932</b>
<b>Email:</b>	<b>Email: propertycontrol@gsu.edu</b>

All asset items must be listed separately and identified by Asset ID# and Serial Number. Non-asset items may be grouped by type and do not require Asset ID# and Serial Numbers. Condition: (1) Good - functionally operational, (2) Fair - limited repairs necessary (3) Poor - major repairs necessary

Line	Quantity	Asset ID#	Serial Number	Description (Item, Make, & Model)	Condition
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					

**Please sign below and allow up to 10 (Ten) working days for removal.**

<b>RELEASING DEPARTMENT</b>	<b>TRANSPORT PERSONNEL</b>
<b>RELEASED BY:</b>	<b>RECEIVED BY:</b>
<b>SIGNATURE</b>	<b>SIGNATURE</b>
<b>DATE:</b>	<b>DATE:</b>

Note: Releasing official's signature certifies the asset information if applicable is correct and all software and data has been removed prior to being transferred to Surplus Operations. Fax completed form to Surplus Operations at 404 413-3171.

<b>SURPLUS OPERATIONS</b>	<b>SPECTRUM RECORDS UPDATE (ASSET RETIREMENT)</b>
<b>RECEIVED BY:</b>	<b>UPDATED BY:</b>
<b>SIGNATURE</b>	<b>SIGNATURE</b>
<b>DATE:</b>	<b>DATE:</b>

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Line	Quantity	Asset ID#	Serial Number	Description (Item, Make, & Model)	Condition
18					
19					
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