COBB COUNTY PUBLIC SCHOOLS

SURPLUS PROPERTY SERVICE FORM

TO BE USED FOR COUNTY TAGGED PROPERTY OR OTHER COMPUTER - AUDIO VISUAL - COMMUNICATION EQUIPMENT

DATE OF REQUEST: _____

Note: Keep a copy of this form for your record. Please print or type information on form.

Forward this form to the Warehouse for handling

*** All asterisk fields must be filled in!***

***SENDER'S NAME:** _____ **LOCATION:** _____

PHONE # _____ EXT. #: _____

***SERVICE REQUEST:** ***PICKUP:** ☐ ***DELIVERY** ☐ ***TRANSFER:** ☐

*From Facility or school: _____ In Facility/Room _____

*To Facility or school: _____ In Facility/Room _____

*Date request for completion of work: _____

List receiving person's name: _____ **Phone #** _____ **Ext.#** _____

****This request approved by:** _____ **Date** _____

(Department head or Principal)

****Please note: The requesting location is responsible for the integrity of their inventory, the accuracy of this recorded information and verifying that only the items listed are picked up.**

QTY:	*DESCRIPTION OF EACH ITEM	Property Control Tag #:	Model Number #:	Serial Number #:

(USE AS MANY ADDITIONAL PAGES AS NEEDED)

Scheduled Date of Service:

*Order pulled by (at School) :	Date:
Received by:	Date:
Picked up by:	Date:

Send form to Warehouse: **Phone: 770-426-3385** **FAX:** **770-590-4508**

WAREHOUSE ONLY: Date faxed to Property Control

Items listed above are the property of Cobb County School District. If items are no longer of use to the receiving school/department they must be returned to and disposed of through Cobb County School District's Procurement Services Department as specified in Administrative Rule DO.