PICK-UP REQUEST FORM

Items #1 through #8 must be filled out by the department and submitted to the Inventory and Surplus Property department at Box T-0600.

Questions concerning the document may be directed to the Inventory and Surplus Property Specialist at extension 9349.

Form may be faxed to extension 9838.
PICK UP REQUEST

1. Date ____________

2. List items to be picked up
   (attach transfer form for capital or controlled assets)

3. Requires Truck? YES / No

4. Department Name ____________________________

5. Contact Person ____________________________

6. Phone # ____________________________

7. Building and Room# or Other Location

8. Deliver to (circle one):
   Central Receiving
   Surplus
   Other: ____________________________

Date: ____________________________

Picked up by: ____________________________