

## 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: \_\_\_\_\_