

**SURPLUS TRANSFER REQUEST FORM**



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

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

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

<b>Transferred From:</b>		<b>Transferred To:</b>	
<b>Department:</b>		GSU Surplus Operations	
<b>Contact Person:</b>		934 Brady Avenue, Suite B	
<b>Building:</b>	<b>Room:</b>	Atlanta, GA 30318-5581	
<b>Phone:</b>		Phone: 404 413-3169	
<b>Fax:</b>		Fax: 404 413-3171	
<b>Email:</b>		Email: propertycontrol@gsu.edu	

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 (4) Scrap

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

Remarks:

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

<b>RELEASING DEPARTMENT</b>	<b>CAMPUS MOVING CREW</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. Any questions concerning your work order, please contact Customer Communications Center at 404 413-0700.

<b>SURPLUS OPERATIONS</b>	<b>AM RECORDS UPDATE</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
14					
15					
16					
17					
18					
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20					
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