

Surplus Warehouse Pick-Up Request Form Procedure

Effective June 1, 2006

All surplus pick-up request forms sent or faxed to the Surplus Warehouse will be assigned a control number upon arrival.

All surplus pick-up request forms **MUST** have a return mail code and fax number.

All computers & laptops listed on the pick-up request form **MUST** be listed with a University property identification tag number (bar code tag number). If a computer or laptop is listed on the form without a University property identification number, the form **will be rejected** and returned to the sender. No surplus pick-up will occur. A new completed pick-up request form must be resubmitted.

If you need assistance determining the correct University property identification number for the computer or laptop please contact the Office of Inventory Control at X86042.

All accepted surplus pick-up requests will be scheduled for pick-up.

Any item not at the pick-up location indicated on the form will be marked off the pick-up request form as Not Picked-Up. Only items listed on the Pick-Up request form will be picked up.

When all items picked up are received in the surplus warehouse the Pick-Up request form will be marked RECEIVED and mailed or faxed back to the department. The department is encouraged to keep the completed pick-up request forms on file.

The Surplus Warehouse Pick-Up request form may be downloaded in WORD or PDF format from W:\Pub\Forms\Inventory Control.