

State Surplus Request for Pick-Up

Shoreline Community College

Requestor Information		
Requestor Name (Print)	Program/Department	Program/Department Budget Number
Phone Ext. #	Storage Location	Date Form Completed
Special Instructions/Notes		

List the surplus items you are requesting be picked up by State Surplus. Please check each item for a State Tag number and include this information. Send completed list to the Facilities Department – Room #5105.

#	Surplus Item (EX. Chair, table, etc.)	Description (Model Name, #, Serial #, Color, etc.)	Quantity	State Tag #	Est. Value
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					

