REQUEST TO SURPLUS PROPERTY FORM

TO: **PURCHASING**

FROM _____
DEPARTMENT EXTENSION

_____
BUILDING ROOM #

_____
REQUESTED BY CURRENT DATE

			(If no tags, use serial number			
QTY.	DESCRIPTION (Please, also include size)	MANUFACTURER	1st. PROP TAG # (w/gold or green bar)	2nd. PROP TAG # (all-white "Santa Rosa Junior College")	WORKING Yes/No	DO NOT USE SURPLUS #

COMMENTS:

_____
Department Chair Sign Date

_____
Administrator Signature Date

_____
Purchasing Approval Date

CC: Solomon Ghebretensae Purchasing/Warehouse

Files/Masters/Surplus Blank
Form Updated 12/2002