|  |  |  |  |
| --- | --- | --- | --- |
| **Releasing Agency Information** | | | |
| From Agency: | | | |
| Property Location: | | | |
| Address 1: | | | |
| Address 2: | | City: | |
| County: | State: | | Zip: |
| Location Contact: | | | |
|  | | | |
| Email: | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Receiving Agency Information** | | | |
| From Agency: | | | |
| Property Location: | | | |
| Address 1: | | | |
| Address 2: | | City: | |
| County: | State: | | Zip: |
| Location Contact: | | | |
| Phone: | | | |
| **Email:** | | | |

**Requested Date:**

**Action Requested:**

**Authorized Disposal**

**Surplus Number:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Line #** | **QTY** | **Item Description** | **Make/Model** | **Serial/VIN/Asset ID** | **Condition** |
| 1 |  |  |  |  | Scrap |
| 2 |  |  |  |  | Choose an item. |
| 3 |  |  |  |  | Choose an item. |
| 4 |  |  |  |  | Choose an item. |
| 5 |  |  |  |  | Choose an item. |
| 6 |  |  |  |  | Choose an item. |
| 7 |  |  |  |  | Choose an item. |
| 8 |  |  |  |  | Choose an item. |
| 9 |  |  |  |  | Choose an item. |

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| --- | --- | --- | --- | --- | --- |
| **Line #** | **QTY** | **Item Description** | **Make/ Model** | **Serial/VIN/Asset ID** | **Condition** |
| 10 |  |  |  |  | Choose an item. |
| 11 |  |  |  |  | Choose an item. |
| 12 |  |  |  |  | Choose an item. |
| 13 |  |  |  |  | Choose an item. |
|  |  |  |  |  | Choose an item. |
|  |  |  |  |  | Choose an item. |
|  |  |  |  |  | Choose an item. |
|  |  |  |  |  | Choose an item. |
|  |  |  |  |  | Choose an item. |
|  |  |  |  |  | Choose an item. |
|  |  |  |  |  | Choose an item. |
|  |  |  |  |  | Choose an item. |
|  |  |  |  |  | Choose an item. |