

Document # _____
(Property Control Assigned)

OLD DOMINION UNIVERSITY
PROPERTY CONTROL /PH. 683-4810 /FAX 683-5108
SURPLUS PROPERTY PICK-UP / DELIVERY FORM

This form is used to request surplus property from the Property Control Warehouse. It also initiates a **work request** to deliver items to the requesting department.

From:

To:

Property Control Department Budget Code: 1PC00 Warehouse Tech: _____ Date: _____ Phone _____ Location: Property Control Warehouse
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Requesting Department Budget Code: _____ Budget Unit Director: _____ Contact Person: _____ Date: _____ Phone _____ Location: _____ Rm _____
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Quantity & Description of Items	Tag #	Serial #	Model / Mfg	Condition	Warehouse Use only

Condition: New, Good, Fair, Poor

I hereby certify that the above is a true and complete statement regarding this request.

Contact Person

Requesting Dept.'s Budget Unit Director/Rep. Re-request is re