ACQUISTION OF SURPLUS PROPERTY

_____ Control No _____
Date

_____ _____ _____
Account Number Cost Center Administrator Signature Phone

Inventory Tag #	Quantity	Complete Description	Building & Room (New Location)

_____ _____ _____
Signature of Transferor & Date Signature of Receiver Date Records Revised & Initials of Revisor

END USER MUST PRINT AND SUBMIT 2 FORMS

Copy Distribution: White, Canary, and Pink- Property Control Office Goldenrod- Requesting Dept. Copy