FORM APPROVED 10-20-09

Sumner County Board of Education
SURPLUS PICK-UP FORM

School/Department_____

Principal/Dept. Head Signature_____

Date _____

Instructions:
1. List all tagged and untagged items.
   (All tagged items must be listed individually.)
2. Fax to Operations Department.
3. This form must be signed by Warehouse personnel when they take possession of the items. (if multiple forms are used each must be signed)
4. School must retain a copy of the approved form.
5. Original will be return to the Operations Dept.

PICK-UP APPROVALS

School/Dept. Designee _____ **Date** _____

Warehouse _____ **Date** _____

Description	Serial Number	BOE Tag #	For Warehouse Use