KING COUNTY PERSONAL PROPERTY KC AGENCY SURPLUS REQUEST LONG FORM

| K.C. AGENCY SENDI | NG SURPLUS | STAFF MEMBER SUBMITTING FIRST & LAST NAME | | PHONE NUMBER | | |
|--|---------------|---|--|-----------------|--------------------|--|
| | | | (Staff Member will be point of contact throughout process) | | | |
| | | | | | | |
| STAFF EMAIL | | COST CENTER | PROJECT | TASK | DATE SUBMITTED | |
| | | | | | | |
| | | ITEMS BEING SUBM | ITTED BELOW | | | |
| (NOTE: Items with Asset Tags and/or Serial Numbers need to be listed individually) | | | | | | |
| King County | Serial Number | Item Description (Working? Dimensions? | | Asset Condition | | |
| Asset # | | Make/Manu | facturer? Quantity? | Etc.) | (OK, Good, or Bad) | |
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| RECEIVING AGENCY | | SUBMITTING AGENCY STAFF SIGNATURE | DATE SIGNED | | | |
| King County Fleet Surplus | | | | | | |
| PHYSICAL LOCATION OF ITEMS | | | | | | |
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FMD Transport Needed

Total Number of items over 100

| WAREHOUSE STAFF COMPLETE FOLLOWING | | | | | | |
|------------------------------------|---------------------|-------|---------------------|--|--|--|
| ASSET | SURPLUS WAREHOUSE # | ASSET | SURPLUS WAREHOUSE # | | | |
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Please Submit this form to KC.Surplus@kingcounty.gov If you have any questions please call Surplus at (206)477-0889