



Reserved Surplus Property Permission Form

Receiving & Property Control

Phone: 662-325-2545

Fax: 662-325-4551

Mail Stop 9605

Please accept this letter as authorization for **Employee Name:** _____ of

Department: _____ to sign for and receive property from your Surplus

Warehouse on **Date (DD/MM/YYYY):** _____.

Title	Printed Name	Signature	Date
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Surplus Property Procedures

In order to receive surplus equipment, the following requirements must be met prior to viewing/reserving surplus equipment:

1. Complete a *Surplus Property Permission Form*, signed by department head, dean, director or vice president granting permission to view/reserve surplus equipment on behalf of the department.
2. Bring the completed *Surplus Property Permission Form* to Receiving & Property Control on the designated date.
3. If items are selected, Receiving & Property Control will assist with the completion of a *Reserved Surplus Property Form*. A copy of the form will be placed on the reserved items. The original form must be returned to the department head, dean, director or vice president for approval. A copy should be provided to the departmental inventory representative to be processed.
4. Seven working days are allowed to return the *Reserved Surplus Property Form* to Receiving and Property Control. After the seven-day period, the form will be void and the reserve status on the items will no longer be effective.
5. The *Interdepartmental Transfer Form* will be completed by Receiving & Property Control and sent to the departmental inventory contact for department head signature.
6. The completed *Interdepartmental Transfer Form* may be brought to Receiving & Property Control at the time of pick-up of the reserved equipment.
7. The equipment items will be transferred to the departmental inventory on the next property report.
8. These procedures are to be followed for inventoried and non-inventoried surplus items.