

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 Nan	e:
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Department: ________ to sign for and receive property from your Surplus

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

Title	Printed Name	Signature	Date

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.