KING COUNTY PERSONAL PROPERTY KC AGENCY SURPLUS REQUEST LONG FORM

K.C. AGENCY SENDING SURPLUS		STAFF MEMBER SUBMITTING FIRST & LAST NAME (Staff Member will be point of contact throughout process)			PHONE NUMBER			
STAFF EMAIL		COST CENTER	PROJECT	TASK	DATE SUBMITTED			
ITEMS BEING SUBMITTED BELOW (NOTE: Items with Asset Tags and/or Serial Numbers need to be listed individually)								
	Serial Number				Asset Condition			
King County Asset #	Seriai Number		on (Working? Dimen facturer? Quantity?		(OK, Good, or Bad)			

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RECEIVING AGENCY		SUBMITTING AGENCY STAFF SIGNATURE	DATE SIGNED		
King County Fleet Surplus					
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PHYSICAL LOCATION OF ITEMS					

FMD Transport Needed

Total Number of items over 100

WAREHOUSE STAFF COMPLETE FOLLOWING							
ASSET	SURPLUS WAREHOUSE #	ASSET	SURPLUS WAREHOUSE #				

Please Submit this form to KC.Surplus@kingcounty.gov
If you have any questions please call Surplus at (206)477-0889