

KING COUNTY PERSONAL PROPERTY KC AGENCY SURPLUS REQUEST SHORT FORM

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K.C. AGENCY SENDING SURPLUS	STAFF MEMBER SUBMITTING FIRST & LAST NAME <small>(Staff Member will be point of contact throughout process)</small>			PHONE NUMBER
STAFF EMAIL	COST CENTER	PROJECT	TASK	DATE SUBMITTED
ITEMS BEING SUBMITTED BELOW <small>(NOTE: Items with Asset Tags and/or Serial Numbers need to be listed individually)</small>				
King County Asset #	Serial Number	Item Description (Working? Dimensions? Make/Manufacturer? Quantity? Etc.)	Asset Condition (OK, Good, or Bad)	
		<small>Quantity Item Description</small>		
RECEIVING AGENCY SUBMITTING STAFF SIGNATURE DATE SIGNED				
King County Fleet Surplus From Submitting Agency				
PHYSICAL LOCATION OF ITEMS				

Transport Needed by FMD

Total Number of items over 10

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