Request for Disposal of Surplus and Unserviceable Property
(Excluding Motorized Equipment)

City of Atlanta
Department of Procurement
55 Trinity Avenue, S.W.
Suite 1900
Atlanta, Georgia 30303

Date:

Requester Name:

Requester Email:

Department:

Address:

Cost Center Number:

TAG/ASSET#	ITEM DESCRIPTION	SERIAL NO.	CONDITION	VALUE

Request for Disposal of Surplus and Unserviceable Property
(Excluding Motorized Equipment)

TOTAL	$ 0.00

Surplus Approval: I hereby authorize the items listed above to be handled as indicated.

Requesting Department

____
Department Head or Designee

____
Date

Department of Procurement

____
Chief Procurement Officer or Designee

____
Date

Department of AIM

____
AIM Inventory Supervisor or Designee

____
Date