Georgia Institute of Technology

Non-Inventory Property Surplus Report

From:_____ **Phone**:_____
Coordinator's Name
Department#: _____ **Date**: _____

Department Name: _____

To: Georgia Tech Surplus Warehouse
Property Control & Logistics Department
711 Marietta Street
Atlanta, GA 30318
Phone: 404-894-5013 **Fax:** 404-894-4608
Or **email** to am.ask@business.gatech.edu

GENERAL PROPERTY INFORMATION --- Please fill out completely				***LOCATION***		***CONDITION***
QUANTITY	DESCRIPTION	MODEL NUMBER	SERIAL NUMBER	BLDG. NAME	ROOM NO.	**(G)**OOD, (**F)**AIR, OR **(P)**OOR

FORM 4 REV 2/13

Picked up by_____ Date:_____ Time:_____
Logistic Staff's signature

Department Witness: _____ Date:_____ Time:_____