

Document # \_\_\_\_\_  
(Property Control Assigned)

**OLD DOMINION UNIVERSITY**  
**PROPERTY CONTROL /PH. 683-4810 /FAX 683-5108**  
**SURPLUS PROPERTY PICK-UP / DELIVERY FORM**

This form is used to request surplus property from the Property Control Warehouse. It also initiates a **work request** to deliver items to the requesting department.

**From:**

**To:**

<b>Property Control Department</b> <b>Budget Code: 1PC00</b> <b>Warehouse Tech: _____</b> <b>Date: _____ Phone _____</b> <b>Location: Property Control Warehouse</b>
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<b>Requesting Department</b> <b>Budget Code: _____</b> <b>Budget Unit Director: _____</b> <b>Contact Person: _____</b> <b>Date: _____ Phone _____</b> <b>Location: _____ Rm _____</b>
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Quantity & Description of Items	Tag #	Serial #	Model / Mfg	Condition	Warehouse Use only

Condition: New, Good, Fair, Poor

I hereby certify that the above is a true and complete statement regarding this request.

\_\_\_\_\_  
Contact Person

\_\_\_\_\_  
**Requesting Dept.'s Budget Unit Director/Rep.**

\_\_\_\_\_  
Issuing Central Warehouse Tech      Date

\_\_\_\_\_  
Property Control Supervisor      Date

\_\_\_\_\_  
Receiving Contact Person      Date  
(Upon Pick-up or Delivery)

Requesting Department: Retain one copy, Property Control will retain a copy and forward a copy to Work Management if a work request is required