

SURPLUS/RELOCATION FORM

Date:
TO: Property Control Coordinator

Department:
Authorized Signature:

SURPLUS OR RELOCATION

Asset/Decal #	Item	Make/Model/Serial-Vin Number	Location (to-from)	Condition/Defects:

-**Excellent**- New and/or used assets in like new condition.

-**Good**- Used assets which have not deteriorated in condition or appearance, and can be used with our repair or reconditioning.

- **Fair**- Used assets which have deteriorated in condition and/or appearance. Can continue "in use" but may require repair or reconditioning (mechanical, electrical, structural...) within one year.

- **Poor**- used assets that have deteriorated in condition and/or appearance that need repair or reconditioning before continued use.

-**Scrap**- Assets which have no value other than basic material content. This condition includes assets that have been cannibalized for parts, requiring significant repair, if parts are not available, or non-repairable.