

Excess Retrieval and Disposition Instructions

Submitting Material For Storage

Instructions For Excess Identification Tag

Enter appropriate information onto the tag.

- Plant
- Dept.
- Description
- Date

Attach it to the excess property. Ensure method of attachment does not damage the property.

Instructions for Completing Excess Packing Slip

Complete the following information

- Date
- From:
- Plant #:
- Page __ of __

1. Enter appropriate information from the tag onto the packing slip.
2. Complete all required fields on the packing slip:
 - a. Tag number
 - b. Bureau
 - c. Item Number (note: Select from "Standard Item Descriptions" tab)
 - d. Item Description (note: Automatically populates based on Item Number)
 - e. Item description 2
 - f. Color (if applicable)
 - g. Quantity
3. After the packing slip is complete, print out 2 copies and bring with material to Excess warehouse.
4. Call Robin Hetrick, Excess warehouse and schedule delivery appointment. 787-6159, ext. 3234
5. Electronically send the packing slip using Microsoft Excel to, Robin Hetrick, Excess warehouse.
6. After material is delivered, shipper and receiver will sign and date delivery for validation of contents and proof of delivery.
7. Shipper will receive one signed copy of packing slip for records.
8. Excess warehouse will add contents of packing slip to master inventory (from electronic packing slip) and will file hardcopy Packing Slip.

State Surplus Property

Follow 551 Disposition Report System

Note: Please call 787-6159, ext 3234 to schedule delivery appointment

Retrieval of Items from the Excess Warehouse

Review of Property

If you need to review or look at the items stored for your bureau, please contact the warehouse manager to establish an appointment. Hours of operation are 7:00am-4:00pm. An appointment is

necessary to ensure personnel are available to escort you through the warehouse. The escort is necessary to ensure the security of everyone's property.

To retrieve an item(s) from the Excess Warehouse

1. E-mail the warehouse manager with the tag number and the description.
2. Make arrangements for pick-up/delivery.
3. Upon receipt of the item, the receiver will sign for the item using the "Retrieval from Excess Packing Slip".
4. Receiver will provide signed packing to the property control officer, as verification of receipt and a deletion transaction from the Bureau's inventory.
5. Excess warehouse will transact the deletion from the master inventory.

The image shows a yellow rectangular tag with a hole on the left side. The tag contains the following text and fields:

- Tag number: **E3626**
- Fields: **PLANT** _____ **DEPT** _____
- Field: **DESCRIPTION** _____
- Field: **DATE** _____
- Bottom text: **EXCESS PROPERTY IDENTIFICATION TAG**

