KING COUNTY PERSONAL PROPERTY
KC AGENCY SURPLUS FORM

K.C. AGENCY SENDING SURPLUS	POINT OF CONTACT NAME	PHONE NUMBER
STAFF EMAIL	DATE SUBMITTED	WORK ORDER #
POETA for expenses: PROJ-ORG-EXP TYPE-TASK-AWARD	GL CODE for reimbursements: FUND-PROJECT-COST CENTER	PROJECT#

King County Asset #	Serial Number	Item Description (Working? Dimensions? Make/Manufacturer? Quantity? Etc.)	Asset Cond.	Kept	Ecycle	Metal	Recycle

RECEIVING AGENCY	STAFF SIGNATURE	DATE SIGNED
KING COUNTY FLEET SURPLUS		

PHYSICAL LOCATION OF ITEMS (ADDRESS, FLOOR, AND CONTACT NUMBER)