

SURPLUS PROPERTY

To: **Cobb County Surplus Warehouse**
Division of Cobb County Purchasing Department
1772 County Services Parkway Marietta, Georgia 30008

Date: _____

Unit #: _____

From: _____

Department Name

The following item(s) are to be considered Surplus from the above named department.

Department Head Signature

Surplus is accepted at the Cobb County Surplus Warehouse on Wednesday, 8:30 am until 1:00 pm

Please call 770.528-8425 to schedule viewing and coordinate delivery

(DELIVERIES ARE ACCEPTED BY APPOINTMENT ONLY)

	Cobb County Fixed Asset Tag #	Information Services Asset Tag #	Quantity	Item Description	Model #	Serial #	Estimated Present Value	Disposition
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								

THIS FORM MUST ACCOMPANY SURPLUS EQUIPMENT

Date Received Surplus: _____

Received By: _____