

# SURPLUS PROPERTY

To: Cobb County Surplus Warehouse  
150 North Marietta Parkway  
Marietta, GA 30060

Date: \_\_\_\_\_

From: \_\_\_\_\_  
Department Name

The following item(s) shall be considered surplus from the above-named department.

\_\_\_\_\_  
Department Head Signature

**Surplus is accepted at the Cobb County Surplus Warehouse every Wednesday from 8:30 AM – 12:00 PM.**

**Email [purchasing@cobbcounty.org](mailto:purchasing@cobbcounty.org) or call (770) 528-8418 to schedule an appointment.**

***DELIVERIES ARE ACCEPTED BY APPOINTMENT ONLY.***

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

**THIS FORM MUST ACCOMPANY ALL SURPLUS EQUIPMENT DELIVERED TO THE WAREHOUSE.**

Date Received: \_\_\_\_\_

Received By: \_\_\_\_\_