Sumner County Board of Education CTE - SURPLUS PICK-UP FORM

Instructions:

- List all tagged and untagged items. (All tagged items must be listed individually.)
- 2. Fax to CTE Department.
- This form must be signed by Warehouse personnel when they take possession of the items. (if multiple forms are used each must be signed)
- 4. School must retain a copy of the approved form.
- 5. Original will be returned to the Operations Dept.

School/Dept		_ Date			
Principal/Dept. Head Signature					
PICK-UP APPROVALS					
School/Dept. Designee		Date			
Warehouse		Date			
Dist. CTE Supervisor Signature					
Date					
BOE Tag #	EED Tog #	For Warehouse Use			

Description	Serial Number	BOE Tag #	FED Tag #	For Warehouse Use