

# SURPLUS PROPERTY TURN - IN DOCUMENT

|       |   |
|-------|---|
| FROM: | TO: STATE SURPLUS PROPERTY<br>4200 SURFACE ROAD<br>COLUMBUS, OHIO 43228 |
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|                |           |
|----------------|-----------|
| CONTACT PERSON | PHONE NO. |
|----------------|-----------|

State Surplus reserves the right to refuse any/all property. The Releasing Department does hereby relinquish all right, title, claim, and possession of all property described below.

| QTY | UNIT | C<br>O<br>N<br>D | DESCRIPTION<br>G=GOOD<br>F=FAIR<br>P=POOR<br>X=BROKEN/UNREPAIRABLE | SERIAL<br>NUMBER | FUND<br>SOURCE | ASSET<br>NUMBER | RETIRE<br>CODE |
|-----|------|------------------|--|------------------|----------------|-----------------|----------------|
|     |      |                  |  |                  |                |                 |                |

By signature of this form, the Releasing Authority certifies that all sensitive information and materials have been removed from property being turned over to State Surplus Services.

|                               |           |                               |      |
|-------------------------------|-----------|-------------------------------|------|
| RELEASING AUTHORITY           | PHONE NO. | SIGNATURE-APPROVING AUTHORITY | DATE |
| SIGNATURE-RELEASING AUTHORITY | DATE      | SIGNATURE-RECEIVING AUTHORITY | DATE |

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