

SURPLUS PROPERTY TURN-IN DOCUMENT

FROM:	To: DAS/ GSD/ State Surplus Property 4200 Surface Road Columbus, Ohio 43228
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CONTACT PERSON	PHONE	E-MAIL
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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 O N D	DESCRIPTION G=GOOD F=FAIR P=POOR X=BROKEN/UNREPAIRABLE	SERIAL NUMBER	FUND CODE	ASSET TAG NUMBER	DISPOSAL 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 (AGENCY)	PHONE NO.	SIGNATURE-(SURPLUS) APPROVING AUTHORITY	DATE
SIGNATURE-RELEASING AUTHORITY	DATE	SIGNATURE-(SURPLUS) RECEIVING AUTHORITY	DATE

ADM3672-e (Revised 10/2011)

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