



WSSCWATER
DELIVERING THE ESSENTIAL

WSSC SURPLUS CAPITAL ASSET TRANSMITTAL FORM

Date: _____

Org Name: _____ Org #: _____ Mail Stop #: _____ Prepared By: _____ Ext. _____

	DESCRIPTION INCLUDE MFR/MODEL	SERIAL #	ASSET TAG #	PHYSICAL LOCATION	DATE DISPOSED	AMOUNT RECEIVED <small>Completed by Support Services</small>	DISPOSITION CODE <small>Completed by Support Services</small>
1							
2							
3							
4							
5							

DISPOSITION CODES:

TR – To Be Traded-In

SD – Sold

ST – Lost/Stolen

SU – Surplus to Warehouse

SC – Scrapped

ADDITIONAL INFORMATION OR COMMENTS	
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REQUESTED BY: _____
REQUESTOR SIGNATURE

APPROVED BY: _____
DEPARTMENT DIRECTOR SIGNATURE

ACKNOWLEDGED BY: _____
GENERAL SERVICES DIRECTOR SIGNATURE

PROCESSED BY: _____
SURPLUS ADMINISTRATOR

SENT TO FINANCE
DATE: _____