

Miscellaneous Surplus Form ***

1320 E Sioux Ave | Pierre, SD

SD Property Management 1320 E Sioux Ave, Pierre, SD 57501 605.773.4935 Office 605.773.3837 Fax email: surplus.property@state.sd.us

PMO Ph #:

Date:

Agency:

Requestor Ph #:

Property Management Officer (PMO):

EQ NO. CONDITION LOCATION ASSET NO. DESCRIPTION EST. \$ QTY (works, needs repair, not Retirement form must (building & room -(brand, model #, etc) (opt) repairable, etc.) be specific) be submitted if an asset

Agency Property Management Officer will review and submit to surplus.property@state.sd.us

SURPLUS PICK-UP INSTRUCTIONS:

- Buildings & Grounds personnel pickup Pierre area surplus on Tuesdays. (There may be exceptions due to holidays, special events or weather)
- Email your request by Friday 5pm to be included in the following week's pickup schedule.

*** For computers and related equipment, please use the COMPUTER SURPLUS FORM. Those items are received at the BIT Repair Center at 701 E Sioux Ave, Pierre.