



Computer Surplus Form ***

(If computer is not listed with SERIAL NUMBERS, it will not be picked up)

Deliver to: BIT Parts Center | 701 E Sioux Ave | Pierre, SD

SD Property Management | 1320 E Sioux Ave, Pierre, SD 57501 | 605.773.4935 Office | 605.773.3837 Fax
email form to: surplus.property@state.sd.us *and* all.bitpartsctr@state.sd.us

Date: _____ Agency: _____ Requestor Ph #: _____

Property Management Officer (PMO): _____ PMO Ph #: _____

QTY	DESCRIPTION	CONDITION (works, needs repair, not repairable)	SERIAL NO.	EQ NO. ASSET NO. Retirement form must also be sub- mitted if an asset	LOCATION (building & room - be specific)	EST. \$ (opt)

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.

*** MISCELLANEOUS Surplus requires a separate request form.