

Delaware Surplus Services Excess Property Declaration Form

Division of Purchasing, PO Box 299, Delaware City, DE 19706

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Banyan Email: Customer Relations@Surplus@Purchasing Internet E-mail: crelations@state.de.us

Department: Providence Creek Academy Charter School Date: _____

Address: P. O. Box 265 273 West Duck Creek Road Clayton, De 19938

Phone: (302)-653-6276 Fax: (302)-653-7850 E-mail: _____

Location: _____

Contact: _____ Authorized Signature and Title: _____

DESCRIPTION	MANUFACTURER	MODEL	SERIAL NO.	* PCA ITEM #	QUANTIY
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					

OFFICE USE ONLY	Response date: _____	Response Time: _____	Initials: _____
	Indicate Item #s:	Transfer	Pickup/Turn In
	Rec'g Agency: _____	Date of Pickup/Turn In: _____	Scrap
	Date of Transfer: _____	Time In: _____ Time Out: _____	Agency Removal?
	Date of Pickup: _____	Time In: _____ Time Out: _____	
	Date Received by Warehouse Personnel: _____	Agency Signature for Pickup and/or Scrap: _____	