

SURPLUS PROPERTY ASSESSMENT FORM

CONTACT INFORMATION

Agency Name:

Agency No.:

Point of Contact:

Phone/Cell:

An Agency Point of Contact must be available for State Surplus to contact upon arrivals for consultations and/or pick-ups if deemed appropriate.

SURPLUS CHECKLIST

Fixed Assets Non-Fixed Assets Both

SPN Nos. [Click or tap here to enter text.](#)

SPN Forms Attached Photos attached No Hazardous Materials

All Items Labeled w/ SPN # All State of Nebraska tags removed

License Plates removed Vehicle Title is attached to SPN Form

Items are boxed/palletized

REASON FOR SURPLUS

Standard excess property

Agency is moving/relocating offices

Other

Consultation is being requested (Surplus Property will come visually assess to assist agency in determining a Schedule of Events).

Estimated date items must be removed by:

DELIVERY /PICK UP INFO

Agency can deliver items to Surplus Property

Agency is requesting Surplus Property schedule a pick-up

Delivery/Pick Up Date:

(to be scheduled by Surplus Property - *typically within 10 business days*).

(please do not add items to an SPN Form without confirming with Surplus Property)