



Asset Management

SURPLUS AND SALVAGE DISPOSITION FORM

Print name:			Division approval date:		
Facility address:		Phone:	Division approval printed name:		
Cost center:		Fund:	Approval signature:		
Item number	Asset description	Bar tag number (if serial number unavailable) / Serial number	Quantity	Comments	Condition
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
<p>Note: List only one item per line for those items with a Bar Tag Number. Multiple items without a bar code, may be listed on the same line. Example: CHAIRS, Assorted Colors, 5 can be listed on the same line. EACH ITEM MUST HAVE A CONTROL NUMBER LABEL.</p>					
S&S Review:		Date:	FAM Control Number:		
			Assigned by: Asset Management Section Rana Khan 832-395-2610		

Distribution: Original: Surplus & Salvage (S&S will forward to Asset Management Section)
Copy 1: Requesting Department

Surplus-Salvage Form
HPW 312
rev. 09-2021