



Stockbridge-Munsee Community

Property Management Surplus/Excess Item Request Form

Surplus/Excess Item Request Form

(To be filled out by the Property Custodian when requesting a Surplus/Excess item)

Date: _____

Department: _____

Tag Number: _____

Description of Property: _____

Reason Requesting Item: _____

Property Custodian's Signature: _____

Department Head Signature: _____

Property Management Check list

(To be filled out by PM)

Date paperwork received: _____

Date of Disposition or Modification: Approved _____ Denied _____

CFO Initials: _____ Property Management Initials: _____

N8705 Moh He Con Nuck Road • Bowler • Wisconsin • 54416 • (715) 793-4886 • Fax (715) 793-4889

PM - FORM 2 Surplus/Excess Item Request Form

Requests for Surplus/Excess items are to be made by completing this form. You will be notified if your request for the item is approved.