Sumner County Board of Education
CTE - SURPLUS PICK-UP FORM

Instructions:
1. List all tagged and untagged items.
   (All tagged items must be listed individually.)
2. Fax to CTE Department.
3. This form must be signed by Warehouse personnel when they take possession of the items. (if multiple forms are used each must be signed)
4. School must retain a copy of the approved form.
5. Original will be returned to the Operations Dept.

School _____ **Dept** _____ **Teacher** _____ **Date** _____

Principal/Dept. Head Signature _____

PICK-UP APPROVALS

School/Dept. Designee _____ **Date** _____

Warehouse _____ **Date** _____

Dist. CTE Supervisor Signature _____

Date _____

Description	Serial Number	BOE Tag #	FED Tag #	PO #	For Warehouse Use