Excess Retrieval and Disposition Instructions

Submitting Material For Storage

Instructions For Excess Identification Tag

Enter appropriate information onto the tag.

- Plant
- Dept.
- Description
- Date

Attach it to the excess property. Ensure method of attachment does not damage the property.

Instructions for Completing Excess Packing Slip

Complete the following information

- Date
- From:
- Plant #:
- Page __ of __

1. Enter appropriate information from the tag onto the packing slip.
2. Complete all required fields on the packing slip:
    a. Tag number
    b. Bureau
    c. Item Number (note: Select from “Standard Item Descriptions” tab)
    d. Item Description (note: Automatically populates based on Item Number)
    e. Item description 2
    f. Color (if applicable)
    g. Quantity
3. After the packing slip is complete, print out 2 copies and bring with material to Excess warehouse.
4. Call the Excess warehouse and schedule delivery appointment. 717-525-5812
5. Electronically send the packing slip using Microsoft Excel to, the Excess warehouse resource account at RA-Whs&Dist@Pa.Gov (internal: GS, Whs&Dist)
6. After material is delivered, shipper and receiver will sign and date delivery for validation of contents and proof of delivery.
7. Shipper will receive one signed copy of packing slip for records.
8. Excess warehouse will add contents of packing slip to master inventory (from electronic packing slip) and will file hardcopy Packing Slip.
9. Notify Customer Service at 717-525-5812 approximately 48 hours in advance of all deliveries and retrievals. This is needed due to an ever increasing need for space and due to the fact we have two different warehouses at two different locations storing excess.

State Surplus Property

Follow 551 Disposition Report System

Note: Please call 717-787-4085 to schedule delivery appointment

Retrieval of Items from the Excess Warehouse

Review of Property

If you need to review or look at the items stored for your bureau, please contact the warehouse manager to establish an appointment. Hours of operation are 7:00am-4:00pm. An appointment is necessary to ensure personnel are available to escort you through the warehouse. The escort is necessary to ensure the security of everyone's property.

To retrieve an item(s) from the Excess Warehouse

1. E-mail the warehouse manager with the tag number and the description.
2. Make arrangements for pick-up/delivery.
3. Upon receipt of the item, the receiver will sign for the item using the "Retrieval from Excess Packing Slip".
4. Receiver will provide signed packing to the property control officer, as verification of receipt and a deletion transaction from the Bureau's inventory.
5. Excess warehouse will transact the deletion from the master inventory.

Excess Packing Slip

Date: _____

From: _____

Plant # _____

Ship To:
Excess Warehouse
2221 Forester Street
Harrisburg, PA 17105

Note: Please call 717-525-5812 to schedule delivery appointment
Ensure all items are secured to pallets and properly protected

Page _____ **of** _____

Tag Number	Bureau	Item Description	Item Description 2	Color	Qty

Total Pallets: _____

Shipper (Print): _____ Received (Print): _____

Signature: _____ Signature: _____

Date: _____ Date: _____

Instructions:

1 Bring two (2) hardcopies of this packing slip with delivery
2 Electronically send this packing slip to Robin Hetrick.
3 Turn in signed packing slip to data entry to addition of master inventory
4 Receiver: Note, provide this signed packing slip to your inventory control officer

Excess Packing Slip

Date: **9/2/2004**

From: **Any Agency, Anything Bureau**

Plant # **#1234567**

Ship To:
Excess Warehouse
2221 Forester Street
Harrisburg, PA 17105

Note: Please call 717-525-5812 to schedule delivery appointment
Ensure all items are secured to pallets and properly protected

Page ___1___ of ___1____

Tag Number	Program	Item Description	Item Description 2	Color	Qty
E987456	LRNG	Recycle Cans	6 ea, plastic, for consumer, 1 skid	Black	6
E236579	HTRE	Shed	Plastic, 8x14	Red	2
E98075	NHTU	Partitions	3x6, 3 ea, 4x6, 2 ea, 1 skid	Gray	6
E25874	LMHE	Chairs	5 ea office, 1ea exeuc	Green	6

Total Pallets: _____

Shipper (Print): _____ Received (Print): _____

Signature: _____ Signature: _____

Date: _____ Date: _____

Instructions:

1 Bring two (2) hardcopies of this packing slip with delivery
2 Electronically send this packing slip to Robin Hetrick.
3 Turn in signed packing slip to data entry to addition of master inventory
4 Receiver: Note, provide this signed packing slip to your inventory control officer

Retrieval From Excess Packing Slip

Date: _____

Pick-up/Ship To:

From: Excess Warehouse
2221 Forester Street
Harrisburg, PA 17105

_____
_____

Plant #: _____

Notice to Receiver: Provide this signed packing slip to your inventory control officer
Page _____ **of** _____

Tag Number	Bureau	Item Description	Item Description 2	Color	Qty

Total Pallets: _____

Shipper (Print): _____ Received (Print): _____
Signature: _____ Signature: _____
Date: _____ Date: _____

Instructions:

1 Print two (2) hardcopies of this packing slip for signatures
2 Ensure all items are secured to pallets and properly protected
3 Turn in signed packing slip to data entry for removal from master inventory
4 Receiver: Note, provide this signed packing slip to your inventory control officer

Retrieval From Excess Packing Slip

Date: **9/4/2004**

Pick-up/Ship To:

From: Excess Warehouse
2221 Forester Street
Harrisburg, PA 17105

Department of Education
Correctional Education

Plant #: _____

Notice to Receiver: Provide this signed packing slip to your inventory control officer
Page _____ of _____

Tag Number	Bureau	Item Description	Item Description 2	Color	Qty
E987456	LRNG	Recycle Cans	4ea, plastic, for consumer, 1 skid	Black	4
E236579	HTRE	Shed	Plastic, 8x14	Red	1
E98075	NHTU	Partitions	3x6, 3 ea,	Gray	3
E25874	LMHE	Chairs	1ea exeuc	Green	1

Total Pallets: _____

Shipper (Print): _____ Received (Print): _____
Signature: _____ Signature: _____
Date: _____ Date: _____

Instructions:

1 Print two (2) hardcopies of this packing slip for signatures
2 Ensure all items are secured to pallets and properly protected
3 Turn in signed packing slip to data entry for removal from master inventory
4 Receiver: Note, provide this signed packing slip to your inventory control officer