

SURPLUS CHECKLIST

BUREAU OF SUPPLIES & SURPLUS OPERATIONS

STATE SURPLUS PROPERTY STORE

2221 Forster St.

Harrisburg, PA 17125

Phone: 717.787.6078

www.dgs.pa.gov

Hours of Operation - Mon-Fri, 8:00 am - 3:00 pm

- Completed STD-551
- PCO approved STD-551
- Surplus Property Agent approved STD-551
- Property separated per the STD-551
- Completed STD-552 (Green Tags) affixed to all items on the disposition report
- All computer service or other media storage device surplus is accompanied with a Chain of Custody Form.
- All hard drives removed from machines, boxed separately, and clearly labeled
- All items palletized and shrink wrapped
- Completed Delivery Form/Work Order Request
- State Surplus Manager approved Deliver Form/Work Order Request, with signature and delivery/pickup number
- Items placed in proper State Surplus staging area.
- Chain of Custody form completed.