

WORK ORDER REQUEST

BUREAU OF SUPPLIES & SURPLUS OPERATIONS
STATE SURPLUS PROPERTY DISTRIBUTION CENTER
2221 FORSTERST.
HARRISBURG, PA 17125
PHONE: 717.772.5447
www.dgs.pa.gov
Hours- Mon-Thurs. - 8:00am to 3:00pm



- WORK ORDER REQUESTS ARE INTENDED FOR THE HARRISBURG AREA ONLY.
- PICK-UPS OCCUR AT DOCK/GROUND LEVEL ONLY
- ALL ITEMS SHOULD BE READY AND WRAPPED ON SKIDS UPON PICK-UP.
- ALL DATA HOSTING DEVICES SHOULD BE ACCOMPANIED BY A CHAIN OF CUSTODY FORM PER ITP-SEC015
- DGS IS NOT RESPONSIBLE FOR PROVIDING LABOR OR MATERIALS. IF YOUR AGENCY REQUIRES MOVING SERVICES, PLEASE REFER TO CONTRACT# 4400013812