10A121 (4-08)
FINANCE AND ADMINISTRATION CABINET

Kentucky UNBRIDLED SPIRIT

REQUEST FOR SURPLUS

Item	Brief Description	Revenue Tag Number *(if known)*	Serial Number *(if applicable)*	Quantity *(for non-tagged items)*
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Total Items to Surplus ________________ Number of Pages Completed ___________

Department of Revenue Organization Requesting Surplus (Department, Office, Division or Branch) _________________________

Person Requesting Surplus (Supervisor or Above) ________________________________ Date ______________
Signature

Support Services Branch Receiver's Name ________________________________ Date ______________
Signature

INSTRUCTIONS

Request to Surplus

Purpose—The purpose of Request for Surplus, Form 10A121, is to provide a document to record the flow of items being transferred for surplus. The use of this form provides a paper flow trail recording the transfer and accounting to the custodianship of Department of Revenue assets.

The Request for Surplus, Form 10A121, should be used by Department of Revenue personnel (supervisors or above) who determine that particular asset items are no longer needed or usable for their work area.

Brief Description ***(Required)***—Provide a brief description to identify items (example, chair, table, etc.), when possible include manufacturer and model.

Revenue Tag Number ***(Required)***—A plastic label normally on front left side of item, as detailed below:

Commonwealth of Kentucky
Department of Revenue
(Black Bar Code)
XXXXX

Serial Number ***(Optional)***—Manufacturer assigned serial number is normally on the backside of item. If no serial number is affixed, then leave blank. When the Revenue tag number has been lost, the serial number must be entered.

Quantity—A bundle of similar parts or identical items sent to surplus (such as IBM keyboards, hard drives, etc.) that are not tagged for inventory purposes can be lumped into one provided the quantity is identified. Otherwise all Revenue tagged items should be labeled a quantity of one.

Identify the total items for surplus to assist in properly accounting for all items. Also identify the number of pages, so all items can be properly identified.

Appropriate signatures are required by both parties. A copy should be provided to the party from whom the assets are being transferred.

Your assistance is requested in properly completing the form, so items can be accurately identified for surplus or transferred elsewhere.

Contact the Finance and Administration Cabinet, Division of Administrative and Support Services, Support Services Branch, Inventory Officer at 501 High Street, Frankfort, KY, (502) 564-3658, or by fax (502) 564-3496 for assistance and to schedule the surplus pickup.