

City of Birmingham  
 Finance Department/Purchasing Division  
 Surplus Warehouse Item Pickup Request Form

Work Order  
#

Required Information <i>(Please complete)</i>	
Department:	_____
Contact Person:	_____
Phone Number:	_____
Date:	_____



"Putting **People** First"

Qty	Description	Asset/Tag #	Location of Item	Item(s) Damaged
Total Items				

Park & Recreation Department Personnel Only	
Picked Up By:	_____
Date Picked Up:	_____

\_\_\_\_\_ Department Approval

\_\_\_\_\_ Date Approved

Central Stores Warehouse Personnel Only	
Received By:	_____
Date Received Up:	_____

\_\_\_\_\_ Purchasing Approval

\_\_\_\_\_ Date Approved