

Prepping Your Surplus

A separate surplus document is needed for each of the following processes.

- Recycle/disposal
- Donation
- Transfer
- Sales
- Items coming to Surplus

Make sure your items are ready to be picked up at the time of creating/submitting.

All items should be marked with the SA (Surplus Approval) number and located in one area for pick-up.

When preparing your items for Surplus, ie boxes and or pallets please refer to [What Can My Organization Surplus](#)

Your line-item counts can include individual counts, boxes, or pallets note this in the description.

When creating a surplus document line items submitted as a pallet count, keep the described items only on those pallets. Do not intermix with other surplus items.

- Such as if you have 7 pallets of monitors there should be no laptops or other additional surplussed items included on those pallets.

Box all like items together do not intermix. Examples:

- Separate box for keyboards/mice
- Box(es) for Laptops
- Box of phones
- Keep all wires/cables in separate boxes.

Office Supplies

- New Supplies send to Surplus
- Used office supplies/ desk organizers, file folders, notebooks, books etc. retain for your agency use or recycle/dispose.

Desks dismantled by sections.

- “L” Shaped desks. If dismantled by more than designated sections, please recycle dispose at location.

Print your surplus approval notice and place on each pallet and or box.

Any questions contact surplusrequest@des.wa.gov .

[Type here]