

Surplus Warehouse Visitation Policy

Surplus Warehouse visitations are by **appointment only**. To schedule an appointment, please follow this process:

1. Email your department's designated Property Coordinator to request a surplus warehouse visitation.
2. Your department's Property Coordinator will then need to submit a request to Service Now to request an appointment.
3. For the appointment, you'll come to the Business Services building located at 711 Marietta St.
 - a. Park on the front row at the end of the parking lot in front of the glass doors that say Business Services and come in through the main entrance.
 - b. Sign-in at the receptionist's desk and ask for the person who scheduled the visitation.
4. You'll have to present a valid GT ID before entering the surplus warehouse.
5. You'll be asked to sign a Property Transfer Form (PTF) before taking possession of any items from the warehouse.
 - a. A PDF copy of the signed PTF will be sent via email to your Property Coordinator for his/her records.
 - b. Any GT tagged items will be electronically transferred to your department once the items have been picked-up from the warehouse.

Important

- **Surplus items can only be claimed for GT related research and business needs.**
- **State law requires that surplus items can only be sold or donated to non-GT entities through the coordination of the Department of Administrative Services (DOAS).**