B.O.S.S. Warehouse

Re-Use Property Tracking Form

New Jersey State Department of Treasury
Division of Property Management & Construction
Bureau of Special Services
Multi-Use Storage Facility

◯ **Pick-up**
... Outgoing from warehouse.

◯ **Drop-off**
... Incoming to warehouse.

Employee Name (**Requester**)	Date
Department	Agency / Division
Using Location	Phone

ITEM	QTY	REMARKS

NOTICE: *All excess/surplus property is for State official use only. Personal use of excess/ surplus property is unauthorized.*

Upon Receipt of Product
PRINT NAME

SIGNATURE

Fax to 1-609-588-0483 | Date

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