



AUTHORIZATION TO OBTAIN STATE-OWNED SURPLUS PROPERTY

State Form 54623 (2-11)
INDIANA DEPARTMENT OF ADMINISTRATION / STATE SURPLUS PROPERTY

INDIANA DEPARTMENT OF ADMINISTRATION
STATE SURPLUS PROPERTY
601 W. McCarty Street
Indianapolis, Indiana 46225
Telephone: (317) 234-3685
Fax: (317) 234-3699
Website: <http://www.in.gov/idoa/2365.htm>

INSTRUCTIONS: Please print legibly or type. Return this completed form to State Surplus Property at the above address.

Name of State Agency		Division	
Address (number and street, city, state, and ZIP code)			
Name of Disposition Agent		Title of Disposition Agent	
Telephone	Fax	E-mail	

Name of State Employee	Title	Work Facility / Location	Employee ID Number (last 6 digits)

The above listed State employees are authorized to obtain state-owned surplus property from the State Surplus warehouse located at 601 W. McCarty Street, Indianapolis, IN. The property will be used by and for this State agency and will not be sold, traded or used for personal reasons.

Signature of Disposition Agent	Date (month, day, year)
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