Attachment (Dept Memo) is included – cannot submit request without it.

**Email Receipt Sent to Submitter for Records (Includes attachment)**

Surplus Picked-Up and Disposed Of (either surplus/recycle/trash)

**Update Google Doc**

**Fixed Assets Removes from Inventory**

**Approval Email goes to Fixed Assets**

Yes

**Approval Email goes to Warehouse**

Approved

**Surplus Pickup Required?**

**No further Action.**

Not Approved

**Email to Department Head for Approval (Includes Attachment)**

No