

STATE AGENCY Surplus Request Checklist



Only Property Control Officers and their approved, authorized representatives are able to request State of Illinois Surplus Property. If you are a Property Control Officer or designee, please complete this checklist in order to request Surplus Property. Note: Viewing and Pick-Up is Mon-Fri 12:30pm-3:30pm

☐ **COMPLETE THE PROPERTY REQUEST FORM**

For equipment online or in our warehouse, you must complete the property request form and click “Submit” for each piece. The QR link to the automated form is on this page or visit www.illinois.gov/statesurplus.

If you, and the property, are in the warehouse and it is a “bulk” item with no “lot number”, you will need to find Mike Sisti in the warehouse for assistance with completing the request form.

If you are in the warehouse, go to the front desk after submitting all of your requests. If the property was listed online, complete the form and wait for a notification

☐ **NOTIFICATION**

Once your property request has been submitted, you will receive a notification with instructions and terms and conditions via email

☐ **PROPERTY TAG**

State Surplus Admin will use your submitted property request form to tag the property for you. When you come to pick the property up and check-out, your property will have your request form on it.

☐ **CHECK- OUT**

You have 10 days to pick the property up. Failure to pick up the property will result in the inability of your agency to request property for 30 days. At the time of pick-up you will need to come to the front desk to check out. The front desk admin will provide you with a \$0 invoice.