

## **Delivery Services Procedures**

Any deliveries, office moves, or requests to pick up surplus equipment are handled by the Receiving and Delivery Services Department. A delivery moving request form is available via intracampus mail and electronically. For items being declared surplus, departments are asked to contact the University Stores department and complete a surplus property tag as thoroughly as possible - the University Stores department needs such information to enable it to properly advertise what is available for auction and/or transfer to other state agencies.