Rev 2/2/17

BILL OF LADING & TRANSFER FORM

TEXAS FACILITIES COMMISSION - STATE SURPLUS PROPERTY PROGRAM

To arrange for surplus deliveries or pick-ups,
please email this form to storefront.surplus@tfc.texas.gov or call 512-463-1990 to schedule a time.

*****Immediately after property is picked up by TFC or dropped off at one of our warehouses, it is considered as available for sale, transfer, or disposal. Requests to withhold property from sale or transfer will NOT be accepted.*****

IMPORTANT NOTE ABOUT VEHICLES: Prior to submitting a vehicle to TFC as surplus, agencies are required to: (1) ensure title to the vehicle is in the agency's name, and (2) remove any agency emblems or agency seals, and law enforcement agencies are responsible for removing any equipment or insignia that could mislead a reasonable person to believe that the vehicle is a law enforcement motor vehicle, including any police light, siren, amber warning light, spotlight, grill light, antenna, emblem, outline of an emblem (such as a State or agency seal), and emergency vehicle equipment. TFC reserves the right to reject any vehicles that do not meet these standards. The owning agency will be responsible for completion of the transfer of title to the end buyer. You are also responsible for informing TFC of any issues with the title. If the title is not clean, is missing, or is a non-traditional title (such as salvage), then that must be clearly indicated below.

Agency Name		**Agency #**	
Contact Name		**Title**	
E-mail		**Phone**	
Current Location of Property			
Date Submitted			

Quantity	Description	Capitalized?* (Y/N)	Property #

****The Comptroller of Public Accounts establishes the capitalization (or AFR) threshold for all state assets depending on its type. For many assets, the threshold is an original value of $5,000 or more. Please check with your property manager if you are unsure.***

By signing below, I certify that the above information is true and correct to the best of my knowledge:

Transferring Agency: _____
Printed Name Signature Date

Received at TFC by: _____
Printed Name Signature Date

_____
Printed Name Signature Date