

**TEXAS FACILITIES COMMISSION - STATE SURPLUS PROPERTY PROGRAM**  
**BILL OF LADING & TRANSFER FORM**

*To arrange for surplus deliveries or pick-ups,  
please email this form to [storefront.surplus@tfc.state.tx.us](mailto:storefront.surplus@tfc.state.tx.us) 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 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.

<b>Agency Name</b>	
<b>Agency #</b>	
<b>Contact Name</b>	
<b>Contact Telephone/Fax</b>	
<b>Contact E-mail Address</b>	
<b>Location of Property</b>	
<b>Date Submitted</b>	

Inventory #	Quantity	Description	Indicate SPA/Non-SPA

Transferring Agency: \_\_\_\_\_  
Printed Name & Signature Date

Received at TFC by: \_\_\_\_\_  
Printed Name & Signature Date

\_\_\_\_\_  
Printed Name & Signature Date