

### **Available Surplus Request**

Submit a Warehouse Available Surplus ticket online at: [tms.washk12.org](https://tms.washk12.org).

The ticket will go to the Fixed Asset Tech and then be forwarded to the Warehouse where they will watch for the items to come in. If the items are available, Bruce at the warehouse will contact you with more information or pictures. Once you give your approval, the warehouse crew will bring them out to your school.

Please fill out the RED boxes only.

Choose 'Available Surplus Request' in the Category. In the problem box, be sure to specify exactly what you are looking for.

The ticket will be held for a minimum of 30 days while they watch for your needed items to come in.