



CALPIA Product Stewardship Intake Form

REDUCE, REUSE, RECYCLE, REVITALIZE

Reuse of CALPIA Modular System Furniture (MSF) or Conventional Furniture is only authorized to publicly funded entities; therefore, disposition of CALPIA surplus furniture varies.

This form is to notify CALPIA of any MSF or Conventional Furniture that is deemed surplus. State agencies must comply with the State Administrative Manual (SAM) 3520 and complete a STD 158 Property Transfer Report. Please refer to Management Memo 11-01 for further information.

This form is not intended to be a binding agreement of receipt of goods. The associated cost of transferring goods to CALPIA is the responsibility of the disposing agency.

For questions, please contact the Office Systems Coordinator at (916) 358-2214.

SECTION A - Agency Information

Agency Name: _____
Contact Name: _____
Street Address: _____
City, State Zip _____
Phone: _____ Fax: _____ E-mail: _____

SECTION B - Surplus Quantities

Please provide as much information as possible regarding the CALPIA products. It is expected that some of the information provided is only an estimate.

Age of materials: _____
Work Stations: _____ Work Surfaces: _____
Cabinets: _____ Mobile Pedestals: _____
Freestanding Furniture: _____
Miscellaneous Items: _____

Requesting quote to perform inventory check? Yes No

Please attach inventory list compiled to date with this form.

SECTION C - Estimated Delivery Information

Please provide as much information as possible regarding the delivery arrangements.

Preferred moving company: _____
Pick-Up Date: _____ Delivery Date: _____
Requires Dismantle? Yes No
Weekend or off-hours dismantle required? Yes No If yes, please specify: _____
Quote from CALPIA requested? Yes No

E-mail form to productstewardship@calpia.ca.gov or fax to (916) 358-2663.