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| **Agency:** | |  | | --- | |  | | | |  |  | | |
| **Update Business Address:** | | | |  | **Update Mailing Address:** | | |
| **Address:** | | | |  | **Address:** | | |
| **City:** | | **State:** | **Zip:** |  | **City:** | **State:** | **Zip:** |

**Updates to Certifying Officials and Property Selectors:** (This section is for updates to personnel that shop for and purchase surplus property.)

| **Action** | **Last Name** | **First Name** | **Title** | **Phone** | **Email** | **Authorization** |
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**Updates to personnel that login to AssetWorks (all fields required):** (This section is for updates to personnel that transfer surplus property to DOAS for reuse or disposal.)

| **Action** | **Employee ID** | **Last Name** | **First Name** | **Phone** | **Email** | **Profile** | **Site Number** |
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| \*Additional actions listed on next page | | | | | | | | |

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| |  |  |  | | --- | --- | --- | |  |  |  | |  |  |  | | Signature of Certifying Official |  | Date |   Sign and fax your request to 404-463-2912. | **Notes:** Property Selectors may obligate the agency for Procurement of surplus property; Certifying Officials have this authority and may make changes to the agency selector list.  Site Managers can approve property for disposal; Site Users can create surplus transfer requests. Site Directors have view only access to the AssetWorks system; individuals in all roles will receive agency wide communications from Surplus.  Electronic Signatures: Completed forms that are received from or sent to state personnel that are authorized by their agency to act as its agent for surplus property acquisition or disposal constitute approval for action including obligating funds if applicable. |

**Additional updates to personnel that login to AssetWorks: (All fields are required.)**

| **Action** | **Employee ID** | **Last Name** | **First Name** | **Phone** | **Email** | **Profile** | **Site Number** |
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