



Surplus Property Request Form

Department: _____ Contact Person: _____ Phone: _____ Email: _____

Property Name or Description	Location	Blue Tag (if any)	Serial # (if any)	Request Discard, Sell, Donate	Condition Good, Fair, Poor, Unusable	Est. Re-sale Value If > \$500, include supporting documents	Other Information Any special instructions, hazards, repairs needed, etc.

Cost Center Managers are responsible for authorizing the removal of university property from their areas in accordance with the Surplus Property Policy. By signing below, I acknowledge that the property listed above is no longer required by this cost center. I also certify the information on this form to be accurate and assume responsibility for any misrepresentation.

Cost Center Manager: _____ Signature: _____ Date: _____

For Donations Only. Please attach a letter from the recipient, requesting the item. The letter must be on the recipient's letterhead.

Donate to (Company Name): _____

Recipient Contact Name: _____ Phone: _____ Email: _____

Assistant to the President: _____ Signature: _____ Date: _____