

Surplus Equipment Disposal Request



Equipment or materials that will not be returned to use within two years are considered surplus. Departments with surplus material or equipment should submit this form to the Business Office.

Present Location of Surplus Equipment:

Building _____ Department _____ Room Number _____

Include manufacturer, model number, serial number, and any other pertinent information in description for equipment.

Description _____

Quantity _____ Original Cost (approximately) _____

Description _____

Quantity _____ Original Cost (approximately) _____

Description _____

Quantity _____ Original Cost (approximately) _____

Description _____

Quantity _____ Original Cost (approximately) _____

Description _____

Quantity _____ Original Cost (approximately) _____

Description _____

Quantity _____ Original Cost (approximately) _____

Reason Equipment is Surplus _____

Condition: New Excellent Good Fair Poor Used

Comments _____

Department Head Requesting Disposal _____

Material or Equipment Sold or Transmitted to _____ Amount if Sold or Transferred _____

Monies will be deposited into account 1101-6122-1253 through the Cavalier Express Center.
The Vice President of Finance must approve any exception to this.