Equipment Surplus Form

Use this form when turning in department equipment for surplus. Attach one copy of the form to the item and give the second copy to Elizabeth in the main office. DO NOT LEAVE any electronic equipment on the counter. Coordinate with Elizabeth for the location the electronics equipment will be stored.

Requestor name: __________________________ Date submitted: ________________

Surplus Type:
[ ] Furniture/Office equipment [ ] IT Equipment
[ ] Entrusted Auctions (Non IT) [ ] Donations

Equipment Type (IE, printer PC..) _______________________________________________

Manufacturer: ______________________ Model: ________________________________

Serial No.: ______________________ Asset Tag if applicable: ______________________

Condition (excellent, fair, poor, inactive) Age: ________________

Description field ______________________________________________________________

OFFICE COPY  ----------------------------------------------------------------------------------------------------------

Requestor name: __________________________ Date submitted: ________________

Surplus Type:
[ ] Furniture/Office equipment [ ] IT Equipment
[ ] Entrusted Auctions (Non IT) [ ] Donations

Equipment Type (IE, printer PC..) _______________________________________________

Manufacturer: ______________________ Model: ________________________________

Serial No.: ______________________ Asset Tag if applicable: ______________________

Condition (excellent, fair, poor, inactive) Age: ________________

Description field ______________________________________________________________