University of Virginia

Department of Environmental Sciences

Information System Management

**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.

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**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

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