

University of Virginia  
Department of Environmental Sciences  
Information System Management

**Equipment Surplus Form**

Use this form when turning in department equipment for surplus. Attach form to the item and let the Administrative Coordinator in the main office know. DO NOT LEAVE any electronic equipment on the counter. Coordinate with the Admin Coordinator for the location the electronics equipment will be stored.

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**Requestor name:** \_\_\_\_\_ **Date submitted:** \_\_\_\_\_

**Surplus Type:**

- |  |                                       |
|--|---------------------------------------|
| <input type="checkbox"/> Furniture/Office equipment  | <input type="checkbox"/> IT Equipment |
| <input type="checkbox"/> Entrusted Auctions (Non IT) | <input type="checkbox"/> Donations    |

**Equipment Type** (IE, printer PC..) \_\_\_\_\_

**Manufacturer:** \_\_\_\_\_ **Model:** \_\_\_\_\_

**Serial No.:** \_\_\_\_\_ **Asset Tag if applicable:** \_\_\_\_\_

**Condition** (excellent, fair, poor, inactive) **Age:** \_\_\_\_\_

**Description field** \_\_\_\_\_