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.

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 ____________________________________________________________