



Declaration of Surplus Property

To dispose of unwanted property, this form must be filled out and returned to Physical Plant.

Submit forms by: Campus Mail, Fax or e-mail. Property not listed on this form will not be picked up.

Department	Date
Location of Property (building, room)	Contact Person
Signature of Department Head	Telephone

Tag number if available	Quantity	Complete Description Required

Contact your User Support Specialist to surplus computers and other similar technologies. Extra security measures must be taken to ensure that all University data is removed prior to the items being sold or salvaged. Your User Support Specialist must sign-off before these items will be picked up.

- User Support Specialist's Signature _____

Pick-up Date by Physical Plant Personnel: _____