REQUEST TO DECLARE PROPERTY SURPLUS

This form should be used for all items (**tagged or not tagged**) being moved to surplus.

Date Requested _____ Date Needed _____ (Is there a specific date the items need to be moved?)

Person Making Request _____ Department _____

If physical movement of items is necessary, Purchasing will create a work order.

Tag No.	Description	From Bldg./Room	General Condition of Item (Is it damaged? Does it work?)

A P P R O V A L S

FROM

Transferor

Property Officer

Department Head/Dean

Vice President for Business Affairs

Vice President

President

DO NOT WRITE BELOW THIS LINE

FOR PURCHASING USE ONLY

Items Sold or Disposed of: _____ Date _____ Initials

Items Removed from Inventory: _____ Date _____ Initials

Revised 12/17

The original of this form should be forwarded to **Purchasing** after receiving all appropriate approval