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, a Facilities Management work order MUST accompany this form.

<table>
<thead>
<tr>
<th>Tag No.</th>
<th>Description</th>
<th>From Bldg./Room</th>
<th>General Condition of Item (Is it damaged? Does it work?)</th>
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</table>

APPROVALS

FROM

_____________________________
Transferor

_____________________________
Department Head/Dean

_____________________________
Vice President for Business Affairs

_____________________________
Vice President

_____________________________
President

DO NOT WRITE BELOW THIS LINE

FOR BUSINESS OFFICE USE ONLY

Items Sold or Disposed of: ___________________________ Date ________________ Initials ________________

Items Removed from Inventory: ________________________ Date ________________ Initials ________________

Revised 8/2012

Form should be forwarded to the Business Office after receiving all appropriate approvals.