

Form # _____

EXCESS AND SURPLUS PROPERTY DISPOSAL FORM

Instructions:

1. Use this form to report all inventorial equipment that is excess to your department's needs (for sale or disposal).
2. List all equipment individually and evaluate the working condition of each item.
3. If the equipment contains a hard drive (for example, computers, servers, copiers, printers and fax machines), certify that:
 - a. the data on the hard drive has been removed, or
 - b. the hard drive has been removed from the equipment, or
 - c. request that the equipment be recycled (not sold as is).
4. Verify you have custody of, and UC has title to, each item. If unsure, check item status in CATS, or contact Equipment Management at x 2389.
5. Forward the signed and completed form to Equipment Management (Mail Code 2045).

Department:	Inventorial Custody Code:
Contact:	Phone:

The following items are excess to our department's needs:

NOTE: You may substitute an equipment listing from your department's database, as long as it includes ALL ten fields shown below. Complete the other sections on this form and attach this form to your list.

Property #	Description	Does It Work?	UC Title?	If the Item Contains a Hard Drive, We Certify/Request (Check One)			For Furniture Svcs. & Equip. Mgmt. Use Only		
				Wiped	Removed	Recycle	NOI	Pick Up	CATS

Notes (location of equipment, special instructions, comments on repairs needed, etc.):

Furniture Services

Name	Pick Up Date
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Approval Signatures:

Current Custodial Department	Date
Central Stores	Date
Equipment Management	Date