

TRANSIT/SURPLUS FORMS

Dispose of/Request Form (check appropriate box below)

 Dispose
 Request

Date: _____

Requested by: _____

Department: _____

Phone: _____

Department Head Approval: _____

Location of Item(s): _____

Item	UNI#	Size	# of Items	Condition

If requesting surplus furniture items, direct form to Carol Christopher /Facilities Services/0530

If disposing of equipment items, direct form to Fixed Assets(Treasury)/Finance and

Operations/0003

Deletion reports for all furniture and equipment listed on fixed asset inventory still needs to be completed and sent to Treasury in Finance and Operations/0003.

Internal use:

Transfer Only Form: (Between departmental offices)

Route to Dennis Nieman/Transportation Services/0189 CC:

Fixed Assets(Treasury)/Finance and Operations/0003

Date: _____

Requested by: _____

Department: _____

Phone No.: _____

# of Items	Description

Pick up from: Bldg. _____ **Room #** _____

Deliver to: Bldg. _____ **Room #** _____

Preferred Date: _____

Received by: _____

Attention: _____

Special Instructions: _____