## Declaration of Surplus Property

Must Be Typewritten

**Property not listed on this form will not be picked up**          Control No. _____

**ALL COMPUTER EQUIPMENT MUST GO TO USER SERVICES - INCLUDES LAPTOPS, DESKTOP PRINTERS, SCANNERS, MONITORS; ANYTHING THAT COULD BE COMPUTER EQUIPMENT**

Department: | Date:

Signature of cost Center Administrator: | Account Number From Whiched Purchased:

Property Location (Building, Room) | Best Possible Pickup Time/s

Name of Contact Person: | Telephone Number of Contact Person:

Condition Codes:     S-Serviceable          R-Repairable                    C- Condemned (Salvage Value Only)

| Inventory Tag No. | Quantity | Complete Description Required | Acq. Cost (est. if unknown) | Cond. Code | For Prop. Cont. Use Only |
|---|---|---|---|---|---|
| | | | | | |

**FOR WAREHOUSE USE ONLY**

_____     _____     _____
Scheduled Pickup Date                     Worker's Signature                     Job Request Number

_____     _____
Time Spent                     Date Pickup Completed

**END USER MUST PRINT AND SUBMIT 3 FORMS**

Copy Distribution: White, Canary, and Pink- Property Control Office  Goldenrod- Requesting Dept. Copy