

## **Surplus Equipment Disposal Request**

Equipment or materials that will not be returned to use within two years are considered surplus. Departments with surplus material or equipment should submit this Equipment Disposal Request form to the Business Office.

Present Location of Surplus Equipment:							
Building	Departmen		ent	:		Room Number	
Include manufa	acturer, model r	number, serial numbe	er, and any other	pertinent inform	ation in descripti	on for equipment.	
Description							
	Quantity		Original (	Cost (approxima	tely)		
Description							
Description							
	Quantity		Original (	Cost (approxima	tely)		
Description							
	Quantity		Original (	Cost (approxima	tely)		
Description							
	Quantity Original Cost (approximately)						
Description							
	Quantity	ntity Original Cost (approximately)					
Reason Equipr	ment is Surplus						
Condition:	New □	Excellent	Good $\square$	Fair 🗌	Poor	Used $\square$	
Comments							
Department Head Requesting Disposal							
Material or Equipment Sold or Transmitted to Amount if Sold or Transferred							
Monies will be deposited into account 1101-6122-1253 through the Cavalier Express Center.							

The Vice President of Finance must approve any exception to this.