Instructions for Completing Form Online

DEPARTMENT SURPLUS FORM

Financial Services Use Only:

SR# _____ Date Submitted: _____

Submitted by: _____

Please fill out the fields below in their entirety to request the disposal of University property. When completed and signed by the Financial Manager, Dean, or Department Chair, please forward this form on to the Financial Services office in McMullen Room 309.

Contact Person: _____ **Phone #:** _____ **Date:** _____

Approval: _____ _____ **Date:** _____
Title

Fixed Asset Tag #	Fixed Asset Tag Color (R=Red, B=Blue)	Description of Asset (make, model, manufacturer if available)	Serial Number (Required if one is available)	Current Location of Asset (Building and Room Number)	Reason for Disposal (Broken, Obsolete, etc.)

Click Here to Print. Then sign and return to Financial Services.