



## REQUEST TO DECLARE PROPERTY SURPLUS

This form should be used for all items (**tagged or not tagged**) being moved to surplus.

Date Requested \_\_\_\_\_ Date Needed \_\_\_\_\_ (Is there a specific date the items need to be moved?)

Person Making Request \_\_\_\_\_ Department \_\_\_\_\_

*If physical movement of items is necessary, a Facilities Management work order **MUST** accompany this form.*

Tag No.	Description	From Bldg./Room	General Condition of Item (Is it damaged? Does it work?)

### APPROVALS

**FROM**

\_\_\_\_\_  
Transferor

\_\_\_\_\_  
Department Head/Dean

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
Vice President for Business Affairs

\_\_\_\_\_  
President

DO NOT WRITE BELOW THIS LINE

**FOR  
BUSINESS OFFICE  
USE ONLY**

Items Sold or Disposed of:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Initials

Items Removed from Inventory:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Initials