

Work Order Number: _____

Office of Technology - Technology Equipment Surplus Form

Instructions:

1. Create a work order through Technology Support Center at 543-4357 to have the equipment picked up.
2. Complete form listing only the major equipment and accompanying peripherals. Ex.: 3 Monitors, 5 keyboards, speakers and, mouse.
3. Photocopy the form for your records. Present the signed form to the technician upon pick up of the equipment.
4. Please note that all items will be returned to Ward Edwards 0310 for processing.

SURPLUSING COLLEGE: _____

DEPARTMENT: _____ Phone number: _____

Surpluser's Signature: _____ Date: _____

OFFICE OF TECHNOLOGY:

Phone number: _____

Receiver's Signature: _____ Date: _____

Asset Tag #	Serial Number	Description of Equipment