## **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 C- Condemned (Salvage Value Only) R-Repairable Inventory Tag Cond. For Prop. Cont. Acq. Cost (est. Use Only No. Quantity Complete Description Required if unknown) Code 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** 

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