Surplus Property Disposal Request

This form must be completed and attached to item(s) <u>before</u> maintenance will pick up.

Item Description	
Asset Inventory Tag #	
Model#	
Serial#	
Property Location (Building)	
Property Location (Room)	
Reason for Disposal	
Reason for Disposal	
Name of Issuing Department	
Department Account#	
Contact Name	
Contact Phone	
Contact Email	