



Surplus Property Request Form (Form 116)

FILL OUT FORM, PRINT 2 COPIES, SUBMIT 1 COPY TO ASSET MANAGEMENT (MAIL DROP 8209) & KEEP 1 COPY FOR YOUR RECORDS

Log Number _____

Name of School, Department or Administrative Area

Section I. - PROPERTY INFORMATION: Please complete all sections and include the SERIAL NUMBER:						
Description:	Tag #:	Serial Number:	Dispensation Code:	Location:	Survey #:	Survey Date:

Need to add more items? Click here for the Surplus Property Addendum.

Total Pages:
(Include all associated material: addendums, reports, offers, etc.)

DATE NEEDED BY

ITEMS ALREADY MOVED:
(Check if the items have already been delivered to Asset Management)

Section II. – WHY SHOULD THE UNIVERSITY REMOVE THIS PROPERTY FROM ITS RECORDS		
(Please give adequate details (i.e. attach documentation of repair costs, repairman's written irreparable statement, vendors' written trade-in offer, theft report number, etc.)		
Replacement Requisition Number:	Name of Contact Person:	Phone / Mail Drop:
Signature of School Dean or Administrative Department Head		Date

RECEIVED		COMPLETED	
Asset Management Office (Initials)	University Postal Services (Stamp Here)	University Postal Services (Stamp Here)	Asset Management Office (Initials)