## REQUEST TO DECLARE PROPERTY SURPLUS

e Requested	Date Needed	(Is there a specif	ic date the items	need to be moved?)	
son Making Reque	est	Departm	ent		
hysical movement	of items is necessary, a Fac	cilities Management v	vork order MUS	Taccompany this form.	
Tag No.	Description	ı	From Bldg./Room	General Condition of Item (Is it damaged? Does it wor	
		APPROVA	L S		
	FROM				
Transferor		<u> </u>	Assistant Director of Fixed Assets and Purchasing		
Department Head/Dean			Vice President for Business Affairs		
Vice President			President		
		DO NOT WRITE BE	LOW THIS LIN	E	
FOR BUSINESS OFFI USE ONLY	CE	Items Sold or Disposed of:  Items Removed from Inventory:		Initials	
USE UNLT	items Kemo			 Initials	

Revised 10/15

The original of this form should be forwarded to the **Purchasing** after receiving all appropriate approval