

# Utah State University

## Surplus Disposal Record

Surplus phone number: 435-797-2083

Equipment Management phone number: 435-797-1846



DEPARTMENT EQUIPMENT ADMINISTRATOR		PHONE	DEPARTMENT BUSINESS MANAGER		PHONE
LOCATION OF ASSETS (BUILDING AND ROOM)			DEPARTMENT CODE	UMC	INDEX FOR REVENUE
COMMENTS FOR PICK UP AND/OR DEPT CONTACT			EMPLOYEE RELEASING ASSETS FOR TRANSPORT		DATE
EMPLOYEE TRANSPORTING ASSETS TO SURPLUS		DATE	SURPLUS EMPLOYEE RECEIVING ASSETS		DATE

\*\*\*For all Eastern Campus Surplus-- please email this form to [Christi.turner@usu.edu](mailto:Christi.turner@usu.edu) or [Stephen.durrant@usu.edu](mailto:Stephen.durrant@usu.edu): They will process it with Main campus Surplus ([surplus@lists.usu.edu](mailto:surplus@lists.usu.edu) and [ems@usu.edu](mailto:ems@usu.edu)). All fields must be completed for verification. **PLEASE PRINT ALL NAMES** Employee names must be legible. Print or make a digital copy for your department records and keep for 2 years.

QUANTITY	DESCRIPTION/DETAIL	CONDITION	BARCODE	EXPORT CONTROL	FEDERAL
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