

UNL REQUEST FOR PICKUP - SURPLUS/EXCESS PROPERTY

TO:
 Inventory, Surplus & Asset Management
 942 N 22nd Street
 Phone: (402) 472-1550
 Fax:
 E-Mail: unl_inventory@unl.edu

FROM:
 _____ Department
 _____ Building/Room
 _____ Requested By
 _____ Phone Number

The following item(s) are no longer required within this department and it is requested that they be returned to Inventory for possible redistribution or for disposal in accordance with University policy. **Note: *Fixed assets purchased with Federal or Federal Pass-Through Funding may NOT be turned into Surplus without prior, documented approval from Sponsored Programs.**

Quantity	Description (include make, model, serial number, etc)	University I.D Number	Working or Non-Working

Please provide as much information as is known regarding the condition of item(s) so we can increase our recycling capabilities.

For Pickup of Computers Only:	
I certify that software and data files have been erased on the hard drive(s) and have been reformatted from the above listed computer(s)	
_____	_____
(Signed By)	(Date)

Property Manager or Department Head Date

For Internal Use Only:

ST: <input style="width: 60px;" type="text"/>	FI: <input style="width: 60px;" type="text"/>	Pick Up By <input style="width: 250px;" type="text"/>	Date <input style="width: 80px;" type="text"/>
		(Moving Services Representative)	