

UNIVERSITY OF NEW MEXICO
REQUEST FOR DISPOSAL OF SURPLUS PROPERTY
Fax the completed form to Surplus Property at 277-1130.

When items are received by Surplus, you will receive a faxed receipt.

If you have questions, please call ☎ **277-2923** ☎.

Please enter one **CODE** per item: **(A)**Too Costly/Beyond Repair **(B)**Obsolete **(C)**Cannibalized

	Code	UNM Tag #	Working?	Manufacturer	Model #	Serial #	Description	Acq Year
1			Yes No					
2			Yes No					
3			Yes No					
4			Yes No					
5			Yes No					
6			Yes No					
7			Yes No					
8			Yes No					
9			Yes No					
10			Yes No					

○ Pick up items at Building # _____ Building Name _____ Room # _____ Phone: _____

○ Items will be delivered to Surplus Property. Date: _____ Time: _____ By: _____

For Department Requesting Disposal of Surplus Property

Date: _____ Orgcode: _____ FAX: _____

Department Name: _____

Contact Name: _____ Phone: _____

Authorized Signature: _____

For Surplus Property Use ONLY

Received by Surplus Property

Date: _____ Time: _____

Authorized Signature: _____

Please use a separate form for each location where items are to be picked up.