

**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
1			Y N				
2			Y N				
3			Y N				
4			Y N				
5			Y N				
6			Y N				
7			Y N				
8			Y N				
9			Y N				
10			Y N				

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 Dept. Signature: _____

PRINT NAME & TITLE of 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.****