

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			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 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.****