

REQUEST FOR DISPOSAL OF SURPLUS PROPERTY

Please enter one **CODE** per item: **(S1)** Obsolete **(S2)** Too Costly **(S3)** Beyond Repair **(S4)** Cannibalized

Code	UNM Tag #	Manufacturer	Model #	Serial #	Description	Surplus Property Use Only	Auction
1							<input type="checkbox"/>
2							<input type="checkbox"/>
3							<input type="checkbox"/>
4							<input type="checkbox"/>
5							<input type="checkbox"/>
6							<input type="checkbox"/>
7							<input type="checkbox"/>
8							<input type="checkbox"/>
9							<input type="checkbox"/>
10							<input type="checkbox"/>

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: _____ Org Code: _____
 Department Name: _____
 Contact Name: _____ Phone: _____
 PRINT NAME & TITLE (authorized by):

Additional Information: _____

For Surplus Property Use ONLY

Received by Surplus Property
 Date: _____ Time: _____
 Surplus Signature: _____

Released By:

 Sign Name _____ Print Name _____

Type directly into this interactive PDF form and email completed form to univserv@unm.edu

Call Surplus Property at 277-2923 with questions
 Receipts will **only** be available at the time of the pick-up or drop-off