REQUEST FOR DISPOSAL OF SURPLUS PROPERTY

UNM University Services

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	Hold
1								☐
2								☐
3								☐
4								☐
5								☐
6								☐
7								☐
8								☐
9								☐
10								☐

☐ 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: _____

_____ ☐ SRS
_____ ☐ Export
_____ ☐ CGA

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