

Request for Disposal of Surplus Property

Date:	Contact:
Surplus Batch No.:	Phone/Room:

Item:	UA Tag #:	Surplus ID:
Make:	Model:	Serial No.:
Condition: Good Fair Poor Bad	Quantity:	Location:
Notes (Anything on it broken? Is it unlocked or open? Have you cleared or removed the hard drive? Have you removed the ink/toner?)		

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Make:	Model:	Serial No.:
Condition: Good Fair Poor Bad	Quantity:	Location:
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