Surplus Equipment Information Sheet

DEPARTMENT _____ **DATE** _____

DEPARTMENT CONTACT _____ **EXT** _____

Collecting information on mechanical and electrical based Equipment that is delivered to Surplus helps Surplus maximize the profits that are returned to departments, reduces the Universities disposals to landfills, helps ensure Governmental and University policies are followed, and ensures that departments that purchase equipment from Surplus are receiving functioning property. Even if the equipment is NOT in functioning condition, it can still sometimes be sold for a profit. Please note if only a portion of the equipment is not functioning properly (i.e., fan, heating element, etc.). Any additional information that would be useful for resale of the equipment to the University or for posting on publicsurplus.com would also be appreciated as it assist Surplus in ascertaining the maximum return for the University.

Property # (If Applicable)	**Equipment Condition Information**	**Additional Information / Comment**