



Disposal of Surplus Property

**Facilities Management (OFM)
Technical Support Services (OIT)**

From _____ Department _____

Phone _____ Date _____

This section is to be completed by the department relinquishing surplus computer components/equipment or surplus furniture/equipment. Please sign below to verify disposal of equipment and fax to Fixed Assets (954) 262-3921. The equipment will be placed in the university's surplus property inventory. For further information, contact OFM at (954) 262-8940, OIT-TSS at (954) 262-4900 or Fixed Assets (954) 262-5248.

Description of item	Serial number (if applicable)	NSU tag number	Condition

Requesting Pickup _____ NSU ID # _____

Date _____

Received by _____ NSU ID # _____

Date _____

Recommended disposal by
 OFM OIT-TSS

Financial Operations/Fixed Assets approval
