



Request for Surplus Property

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

To _____ Department _____

Phone _____ Date _____

All equipment will be delivered in “as is” condition. This section is to be completed by the department requesting repurposed computer components/equipment or furniture/equipment. Please sign below to verify the request of such equipment and fax to Fixed Assets (954) 262-3921. For further information, contact OFM at (954) 262-8940, OIT-TSS at (954) 262-4900, or Fixed Assets at (954) 262-5248.

Description of item needed	Specifications	Building and room number	Comments

Received by _____ NSU ID# _____ Date _____

Approved by _____ NSU ID# _____ Date _____

OFM OIT-TSS