

CFAES SURPLUS EQUIPMENT DISPOSAL REQUEST FORM

Both CFAES Service Centers are able to enter on behalf of CFAES units for surplus disposal. Many units are also able to enter their own requests. Use this form if you want your service center to complete for you. Columbus Fax 614-688-0529 Wooster Fax 330-263-3713

Requestor Information:

Name:	<input type="text"/>	Org #:	<input type="text"/>
Phone:	<input type="text"/>	Date:	<input type="text"/>

Disposal Type:

Turn into Surplus (Choose one): Surplus Pick-up Self-Delivery: Date Time

Interdepartmental Transfer - contact Surplus Property Office, 614-292-8733, before submitting.

Special Bid Sales - contact Surplus Property Office, 614-292-8733, before submitting.

Equipment Information:

Attach additional paperwork if necessary. *For bulk disposal requests you may submit a spreadsheet along with this form with at minimum: Description, Quantity, Condition and Location - if multiple

Location (Building # and Room #):	<input type="text"/>		
Description:	<input type="text"/>		
Condition:	Quantity: <input type="text"/>	Estimated Value:	<input type="text"/>
Tag #*:	<input type="text"/>	Serial #:	<input type="text"/>
Acquisition Cost:	<input type="text"/>	Acquisition Date:	<input type="text"/>
Manufacturer:	<input type="text"/>	Model #:	<input type="text"/>

*Note items with a tag require additional completion of the "Equipment Retirement Form" for surplus items or "Equipment Interdepartmental Transfer Form" for transferred items.

Department Approval:

Authorizing Signature: _____

For Business Office Use:

DR#:	<input type="text"/>	Initials:	<input type="text"/>	Date:	<input type="text"/>
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