SURPLUS PROPERTY FORM

NON-TAGGED ITEMS ONLY!!!

PO BOX 757360

PHONE (907) 474-6137

Please email this form to: UAF-rec@alaska.edu

FOR TAGGED ITEMS, USE A PROPERTY TRANSFER REPORT.

Department Name	**Approved By: Director/Dept. Head**	**Location Of Surplus**

Contact Person	**Phone #**	**Fax#**	**Date**

ALL ITEMS CONTAINING HAZARDOUS MATERIALS MUST GO TO EHS&RM, X5617.

DESCRIPTION (Make, Model, Manufacturer) **Serial Number**	**Condition** Good, Fair, Poor	**PROPERTY OFFICE USE ONLY**

Accepted By: _____ _____

Property Office Employee Date

Surplus equipment will not be accepted if this form is not filled out completely.