

NON-TAGGED ITEMS ONLY!!! PO BOX 757360

PHONE (907) 474-6137

Please email this form to: <u>UAF-rec@alaska.edu</u>

FOR TAGGED ITEMS, USE A PROPERTY TRANSFER REPORT.

Department Name Contact Person	Approved By: Director/Dept. Head		Location Of Surplus
	Phone #	Fax#	Date
ALL ITEMS CONTAINING H	AZARDOUS MATERIAI	_S MUST GO	TO EHS&RM, X56
DESCRIPTION	Serial Number	Condition	PROPERTY
Make, Model, Manufacturer)		Good, Fair, Poor	OFFICE USE ONLY

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