

FORM FOR DECLARING AN ITEM AS SURPLUS

PERSONAL INFORMATION:

Your Name: _____

Your Dept: _____

Your Phone extension: _____

Another number you can be reached at (if applicable): _____

Today's Date: _____

ITEM INFORMATION:

Item: _____

Usability (can it still be used): **yes/no**

Location (building, room #): _____

Additional comments you deem appropriate (i.e weight, size, additional parts, broken, cumbersome, etc...):

*If multiple items, please attach list and make sure to answer appropriate questions pertaining to each additional item noted.

*Please email this form to gwgrall@valdosta.edu

*Place a sign on item(s) "**TO BE SURPLUSED**" so that our pick-up crew can easily identify them in a room filled with non-surplus items

*Additional questions can be directed towards extensions 5958 or 3735