

Surplus Property Request Form



Instructions (Form designed to be completed digitally.)
 1. Prepare property for removal per Surplus Property Policy & Procedures
 2. Complete sections A, B, & C with all information needed
 3. Obtain Cost Center Manager info & signature
 4. Submit this form via email to financialservices@byuh.edu
 (Include "Surplus Property" on the subject line)

B. Cost Center, Location, & Contact Information
 Cost Center Name: _____
 Account for any applicable disposal fees or sales revenue
 Fund #: _____ Cost Center #: _____
 Building: _____ Room #: _____
 Or Other Location: _____
 Contact Person: _____
 Email: _____
 Phone #: _____

A. Request Submitted by:
 Name: _____ Date: _____

Cost Center Managers (department fiscal stewards assigned in Workday) are responsible for the authorization of removal of surplus university property from their areas in accordance with the Surplus Property Policy & Procedures.

By signing below, I acknowledge that the property listed below is no longer required by this cost center (department). All listed property has been prepared for pick-up as outlined by policy, including identifying on this form any items that required removal of hazardous materials.

The undersigned also certifies all information on this request form to be accurate and assumes responsibility for any misrepresentation.

Surplus Property Servicing Unit (Sign & Date when surplus tasks completed. Final copy to Financial Services.)

Fixed Assets (Financial Services)	Name: _____	Date: _____
Office of Information & Technology	Name: _____	Date: _____
Campus Distribution Center	Name: _____	Date: _____
Asst to Pres / UC (Donations)	Name: _____	Date: _____
Fixed Assets (Financial Services)	Name: _____	Date: _____

Cost Center Manager _____ **Phone #** _____

Signature _____ **Date** _____

C. Property Name or Description	Asset Blue Tag # (if any)	Serial # (if any)	Surplus Request Discard Sell Transfer Donate	Condition Good Fair Poor Unusable	Est. Re-sale Value If > \$500, include support documents with request	Other Information	Surplus Servicing Team Notes
						Required: *Hazard Code (HC) Optional: Any Special Instructions, Repairs needed, Potential Buyer info, Transfer to other Dept, etc	P/U Date Other Sell Price
						HC:	
						HC:	
						HC:	
						HC:	
						HC:	
						HC:	
						HC:	
						HC:	

* **Hazard Codes:** A= Batteries, B=Biological, C=Chemical, F=Freon, R=Radiation, or **N/A** = Not Applicable

For hazard codes B, C, or R, contact Campus Safety & Risk Management @ (808) 675-3411 to verify removal of hazardous materials **prior to submitting this form.**

For Freon removal contact: Facilities Management @ (808) 675-3400 or facilitiesmanagement@byuh.edu

Surplus Servicing Team Notes: