**Send Form to Fixed Assets Supervisor**
**Email: financialservices@byuh.edu**
**Fax: (808) 675-4530**
**Mail to Financial Services Box #1955**

# Items for Surplus

| Date | Tag # | Description | Serial # | Location | Dept Account # /Dept Name | Condition | Reason for Removal | Estimated Value |
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| **Date** | **Department Head Signature** | **Print Name** |
| _____ | _____ | _____ |
| **Date** | **ITI/CDC Signature of Pickup** | **Print Name** |
| _____ | _____ | _____ |
| **Date** | **CIO Signature** | **Print Name** |