Electronic Surplus Form

Please print out and complete this form prior to turning in equipment. This form must be attached to equipment before being brought down to the surplus counter in the basement of Clark Hall.

Date: ________________________________

General Surplus

Turned in by (REQUIRED!): ________________________________
Asset Tag: ________________________________
Serial number: ________________________________
Quantity: ________________________________
Condition (including age): ________________________________
Comments (if any): ________________________________

Computers/Electronics:

Equipment type: ________________________________
Manufacturer: ________________________________
Model number: ________________________________
Serial number: ________________________________
Asset tag: ________________________________
Condition: ________________________________
Description: ________________________________
Comments (if any): ________________________________