

**Surplus Property Transaction Form**

Use this form to report surplus property disposals per UW-L Surplus Property Disposal Procedures

Please see: Electronic Technology Surplus for E-Waste disposal

All disposals of UW-L materials, supplies and equipment must be approved by Campus Stores. University departments are NOT authorized to dispose of state property without Campus Stores approval.

**Form Instructions:**

- 1) Complete form to report disposal of non-electronic surplus property.
- 2) Return completed form to Campus Stores via Fax @ 785-6577 or campus mail.
- 3) Attach a copy of the completed form to the surplus item(s).
- 4) Call Campus Stores @ 785-8643 if you have questions or need assistance.

Completed by:

<b>Name:</b> _____	<b>Department:</b> _____	<b>Telephone:</b> _____	<b>Date:</b> _____
<b>Location of Item(s):</b> Building _____ Room _____	<b>Account to credit or charge for disposal: (account number must be provided or any net proceeds received will not be credited.)</b> <i>Fund(xxx)-Program(x)-Department(xxxxxx)</i>	I approve the surplus of this property and declare it is our intention to procure replacement property with any net proceeds from the sale of this property.  Signature _____ Department Chair or Division Director	
<b>Comments:</b>     			

**DESCRIPTION OF SURPLUS PROPERTY**

List items separately. Attach additional sheets if necessary.

Description	Serial Number	Condition Code *	Qty	Age in Years	Unit Purchase Price, if known	CAPITAL EQUIPMENT			For Stores Use Only Disposition
						Capital Equip Asset Tag #	Federally Funded?	Capital Equipment Custodian	

**\* Condition Codes:**

- NR = Non-Op** Item is non-operational. Can be repaired.
- NU = Non-Op** Item is non-operational. Unrepairable or not economical to repair.
- J = Junk** Item has no market value.
- V = Value** Item has some market value.
- T = Transfer** Item will be transferred to another UW institution or state agency.