# 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:

<table>
<thead>
<tr>
<th>Name:</th>
<th>Department:</th>
<th>Telephone:</th>
<th>Date:</th>
</tr>
</thead>
</table>

Location of Item(s):
- Building [ ]
- Room [ ]

Account to credit or charge for disposal: (account number must be provided or any net proceeds received will not be credited.)
- Fund(000)-Program(00)-Department(0000)

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: [ ]

Comments: [ ]

## DESCRIPTION OF SURPLUS PROPERTY

List items separately. Attach additional sheets if necessary.

<table>
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<tr>
<th>Description</th>
<th>Serial Number</th>
<th>Condition Code</th>
<th>Qty</th>
<th>Age in Years</th>
<th>Unit Purchase Price, if known</th>
<th>Capital Equipment Asset Tag #</th>
<th>Federally Funded?</th>
<th>Capital Equipment Custodian</th>
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*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.

1/8/2015