

## Surplus Furniture and Equipment Disposal Request Form

Instructions: the department where the surplus furniture or equipment is identified should complete this form. All surplus equipment must be completely free of hazardous material, whether it be of chemical, radioactive, or biological nature.

Department Name:  Department Address:			Name of Contact:  Phone:		
Quantity	Description of Surplus	Condition (W)=Works (D)=Does not work	Item Serial #	Notes	
Requestor's S	ignature:				
Dean/Director	r Signature:				