

Utah State University

Surplus Disposal Record

Office Number: 435-797-2083



Complete this form then E-Mail to surplus@lists.usu.edu or Fax to 435-797-0994

Line #	Quantity	Description	Condition	Inv #	Notes
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
CONTACT PERSON		PHONE	DEPARTMENT		UMC
LOCATION OF ITEMS (BUILDING AND ROOM)			BANNER INDEX NUMBER (A#####) FOR REVENUE		
SIGNATURE OF PERSON RELEASING ITEMS			RECEIVED BY SURPLUS	DATE	

PLEASE PRINT A COPY FOR YOUR DEPARTMENT RECORDS