

# Property Surplus



UNIVERSITY of  
**NEW ORLEANS**

Please complete this form and forward to:

**Property Control, 113 Campus Police Building or fax to 504-280-5469**

Department \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Signature \_\_\_\_\_ Phone \_\_\_\_\_

This form is required to surplus equipment from a department's moveable equipment inventory. Please check the appropriate blocks below, complete all information required and forward to Property Control.

## DATA ON EQUIPMENT

UNO Inventory #	Serial #	Description	Location (Bldg./Room)

## SURPLUS

Equipment no longer needed for the reason stated below:

- Obsolete
  - Not economical to repair
  - Other: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_