UNT | SYSTEM UNT UNIVERSITY OF NORTH TEXAS UNT | DALLAS UNIVERSITY OF NORTH TEXAS AT DALLAS

REQUEST SURPLUS PICKUP
(Revised 10/2018)

Complete and save this form to your desktop.
Attach to a email and send to Property.Manager@unt.edu. Surplus staff will bring a copy with them to pick up and it will be signed when items are released.

OFFICE OF THE ASSOCIATE VICE PRESIDENT FOR BUDGET AND ANALYTICS

PROPERTY MANAGMENT

Department Name & Organizational Dept. #	Requester	Requester Email
Dept Asset Coordinator	Email of Dept Asset Coordinator	
Pickup Location		

A. UNT Property #	B. Description

By submitting this form you certify that all items with hard drives have been erased, all passwords, and security features are reset to factory defaults. (contact your department IT staff with any questions.) **Keep a copy of this form for your records.**

Departmental Representative- Sign	Departmental Representative-Print	Date

Surplus Representative -Sign	Surplus Representative-Print	Date

You will receive an e-mail from surplus within 3 working days of receipt acknowledging transfer of the asset(s) to Organization Dep. # 151020. Please review and save this final e-mail for your records.

To be completed by Asset Representative when the Asset transfer is completed in EIS:

Asset Representative - Sign	Print	Date