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

CAMPUS REUSE FORM

OFFICE OF THE ASSOCIATE VICE PRESIDENT FOR BUDGET AND ANALYTICS

PROPERTY MANAGMENT

Department Name & Organization Departmet #	Requester	Requester Email
Dept. Supervisor	Email of Dept. Supervisor	
REUSE LOCATION: BUILDING /ROOM		

A. UNT Property # (If applicable)	B. Description

By signing this form you are authorizing the return of items to your department and location as designated on this form

Keep a copy of this form for your records.

Requester from Department- Sign	Requester from Department-Print	Date placed on hold

Surplus Representative -Sign	Surplus Representative-Print	Date sent to Deptartment

Your Dept. Supervisor will receive an e-mail from surplus within 3 working days of receipt acknowledging transfer of the asset(s) to your Organization/Department Please review and save this final e-mail for your records.

University Service Building (USB) | | TEL. 940.565.2392 | http://propertymanagement.unt.edu

2310 N. Interstate 35 E | Denton, Texas 76205-5712 | Property.Manager@unt.edu
UNT SURPLUS WAREHOUSE | 925 PRECISION DRIVE DENTON TX. 76203 | 940-369-7199