

Office of the Associate Vice President for Finance and Administration and Controller  
Property Management

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Funds Return Request Form

Please provide a brief description of the items set to surplus. The description should include the uniqueness of the item in addition to physical characteristics

How did you originally obtain the equipment? The following questions will help determine the distribution of funds.

- Departmental Funds, Specify Dept. ID
- Grant/ Project Funds, Specify Proj. ID
- Transfer from another department
- Gift in kind

Will you be replacing this equipment with like equipment performing like or same functions?

If ordering new to replace this equipment, what is the purchase order number?

Provide any additional information that would support the requirement for this money to be returned to your organization directly, instead of being deposited into the University general fund.

Note: 10% will be charged on all sold items to cover the administrative costs associated with the surplus sale.

Approved      Disapproved

Explanation:

Signature:

Date: