



REQUEST SURPLUS PICKUP (Revised 04/2017)

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 & Organization	Departmet #	Requester		Requester Email
Dept Asset Coordinator			Email of Dept Asset	: Coordinator
Pickup Location				
A. UNT Property #	B. Description	n		
, , ,			•	asswords, and security features are reset to copy of this form for your records.
Departmental Representative	- Sign	Departmental Re	presentative-Prin	t Date
Surplus Representative - Sign		Surplus Representa	tive-Print	Date
		olus within 3 working a ase review and save tl		owledging transfer of the asset(s) ur records.
To be completed by Asset Represe Asset Representative - Sign	entative when	the Asset transfer is o Print	completed in EIS:	I
Asset Representative - sign		11110		Date