



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	1	Email of Dept Asse	t Coordinator	
Pickup Location				
A. UNT Property #	B. Description			
				asswords, and security features are reset to
				copy of this form for your records.
Departmental Representative	e- Sign	Departmental Re	epresentative-Prir	nt Date
Surplus Representative -Sign		Surplus Representa	tive-Print	Date
		plus within 3 working ease review and save t		owledging transfer of the asset(s) our records.
To be completed by Asset Repres	entative when		completed in EIS:	
Asset Representative - Sign		Print		Date