

# UNIVERSITY SURPLUS PICK-UP REQUEST

**Requestor's Name** \_\_\_\_\_ **Department / Budget Unit** \_\_\_\_\_

Telephone # \_\_\_\_\_ Email \_\_\_\_\_ Date of Request \_\_\_\_/\_\_\_\_/\_\_\_\_

<b>Type of Items</b> (Check all that apply)	<input type="checkbox"/> UAH Non-Equipment	<input type="checkbox"/> UAH Equipment	<input type="checkbox"/> UAH Furniture
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**Primary location (Building & Room Number) of items to be picked-up:** \_\_\_\_\_

Best date to pick-up: \_\_\_\_/\_\_\_\_/\_\_\_\_ Organization number to credit proceeds of sale of surplus property: \_\_\_\_\_

Line #	Item Description	UAH Property Tag # (or serial number)
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		

### Important Instructions & Information

- This form must be completed and properly authorized prior to the surplus of ANY University property.
- Distribution: **Mail** to Warehouse Operations, Central Receiving Building      **Email** to crb@uah.edu, or **Fax** to 7448  
Retain one copy for your records.
- It is the responsibility of the requestor to properly label, tag, clean, pack, and secure all items to be picked-up.
- All materials transported to Shipping and Receiving Surplus must be accompanied by an itemized list of materials or shipping list for drop-off made by the customer.

All materials shall be packed for storage in such a manner as to afford adequate protection to the items against corrosion, deterioration, and physical damage during transportation to Shipping and Receiving Surplus location.

All materials shall be free from all residues of hazardous chemicals and substances, and if these items have been in contact with hazardous chemicals and substances, these items will NOT be accepted by Shipping and Receiving, and disposal costs will be the responsibility of the customer.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

**Authorized By:** \_\_\_\_\_

**Do not write below this line**

Rev 4/2016

**WO Form Received:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**CRB Pick-up Completed:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**IC Received:** \_\_\_\_/\_\_\_\_/\_\_\_\_