



University Surplus Pick-up Request

Requestor's Name _____ **Department / Budget Unit** _____

Telephone # _____ Email _____ Date of Request ____/____/____

Type of Items (Check all that apply)	<input type="checkbox"/> UAHuntsville Non-Equipment	<input type="checkbox"/> UAHuntsville Equipment	<input type="checkbox"/> UAHuntsville 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 Senior Manager 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 moved.
- 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.

Materials shall also provide adequate protection for warehouse storage and multiple shipments. Materials shall be free from all residues of hazardous chemicals and substances, and iff 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

CRB Received: ____/____/____

Pick-up Completed: ____/____/____