

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"/> 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: ____/____/____