

University Surplus Pick-Up Request

Requestor Name: _____ Phone: _____ Email: _____
Department/Budget Unit: _____ 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

Primary location of Items to be picked up (Building & Room Number): _____
Organization number to credit proceeds of sale of surplus property: _____
Preferred pick up date: _____

Item Description	UAH Property Tag Number or Serial Number

Important Instructions & Information

- This form must be completed and properly authorized prior to the surplus of ANY University property.
- Retain one copy for your records.
- Distribution: **Mail:** Warehouse Operations, Central Receiving Building **Email:** crb@uah.edu **Fax:** 256-824-7448
- 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. 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.

Authorized By: _____ Date: _____

For Use By Central Receiving

WO Form Received By: _____ Date: _____
CRB Pick up Completed By: _____ Date: _____
IC Received By: _____ Date: _____

(WO) Warehouse Operations (CRB) Central Receiving Building (IC) Inventory Control