

# TRANSIT/SURPLUS FORMS

## Dispose of/Request Form (check appropriate box below)

Dispose       Request  
**Date:** \_\_\_\_\_ **Requested by:** \_\_\_\_\_  
**Department:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**Department Head Approval:** \_\_\_\_\_  
**Location of Item(s):** \_\_\_\_\_

Quantity	Item	Size	Condition

*If disposing of/requesting surplus **furniture** items, direct form to **Carol Christopher** (Carol.Christopher@uni.edu) or **George Pavelonis** (George.Pavelonis@uni.edu)/Facilities Services/0530*

*If disposing of **equipment** items, direct form to **Vince Heuer** (Vince.Heuer@uni.edu)/Office of Business Operations/0008*

Deletion reports for all furniture and equipment listed on fixed asset inventory still needs to be completed and sent to the Office of Business Operations/0008.

**Internal use:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Transfer Only Form: (Between departmental offices)

*Route to Dennis Nieman (Dennis.Nieman@uni.edu)/Transportation Services/0189*

*If **equipment** transfer, copy **Vince Heuer** (Vince.Heuer@uni.edu)/Office of Business Operations/0008*

**Date:** \_\_\_\_\_ **Requested by:** \_\_\_\_\_  
**Department:** \_\_\_\_\_ **Phone No.:** \_\_\_\_\_

Quantity	Description

**Pick up from: Bldg.** \_\_\_\_\_ **Room #** \_\_\_\_\_  
**Deliver to: Bldg.** \_\_\_\_\_ **Room #** \_\_\_\_\_  
**Preferred Date:** \_\_\_\_\_ **Attention:** \_\_\_\_\_  
**Special Instructions:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

***If using Excel format, fill out and save the form, then email it to the appropriate person(s). If using PDF format, print the form, fill it out and send it by campus mail to the appropriate person(s).***