

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).