

OFFICE OF THE ASSOCIATE VICE PRESIDENT FOR BUDGET AND ANALYTICS
ASSET MANAGEMENT

Surplus Request (ASSETS ONLY)

To be used for controlled/capital assets with Asset Id's in EIS.

Please review Surplus guidelines at https://assetmanagement.unt.edu/unt-surplus before submitting your request.

Attach this form to an email and send to Surplus@unt.edu

Revised 6/21

Form with fields: Dept ID #, Department Name, Department Representative- email and extension, Departmental Designated Inventory Coordinator, Dept. Designated Inventory Coordinator- email and extension, Pick-up location (Building and room #), and a table with columns: UNT Tag # or Serial #, Description, and Item is working and suitable for re-use (Y or N).

Hard drives are no longer required to be DoD erased or SSD Secure erased or removed and destroyed by the department. These tasks will be performed by the 'e-recycler' which will provide Surplus with certificates of data destruction.

Ensure computers are removed from software management tools such as Apple School Manager before sending to Surplus.

Departmental Representative- Sign

Departmental Representative-Print

Date

Inventory Coordinator- Sign

Inventory Coordinator- Print

Date

You will receive an e-mail from Surplus acknowledging the transfer of asset(s) to Organization Dept. # 151020.

Please review and save this form and email for your records for at least 2 years.

BELOW TO BE COMPLETED BY SURPLUS PERSONNEL

Picked up by:

Date:

Tagged assets transferred by:

Date: