1. Department ID:

Date: (mm/dd/yy)

The University of Texas at San Antonio Surplus Property Turn-In Form

Instructions:

: 1. This form is only for non-capital and non-controlled items. For all capital and controlled assets, departments must use UTShare/PeopleSoft Asset Management module. If any capital and/or controlled assets are included on this form, the request will be declined.

- 2. Enter your department's 6-digit Department I.D. Enter the date this form is prepared.
- 3. Enter departmental information, location where property is located, and the contact information.
- 4. For non-tagged/barcoded items, i.e. desks enter "Desk" under Item Description and the total for the item under Quantity.
- 5. Print Department Manager's name and obtain signature.
- 6. Upon completion of this form scan to surplus.property@utsa.edu you will be contacted soon after receipt, to schedule an appointment to pick up the items on your request. For assistance with this form, call 458-6274 or 458-6272.

2. Submitting Dep	partment: (PLI	EASE, NO ABBREVIA	TIONS)			
Department:				Department Inventory Contact Person (ICP) Name	9:	ICP Phone # or Extension:
-1					-	
Campus:			Building:	: (Where Property is located)	Room #: (Where pr	operty is located)
1604	DT	ITC	Ũ		х I	

3. Property Information:

	Serial Number :	Qty:	Item Description:			Brand:	Model:		Item Works ?		Surplus Use Only			
Number:									Y	N	1	2	3	4
Chock borg	a if parts from the above		Itoms that (contain or have on	co contained k	azardous matoria	la (i o bi	alogical radioactivo	corroci		Continuat	ion Shor	te Attack	od:
				contain or have once contained hazardous materials (i.e. biological, radioactive, co sbestos, chemicals, etc.) must be inspected & cleared by the Environmental Health										
copies of canr	nibalization forms to this for	rm. Ris	sk Managem	nent office prior to S	Surplus turn-in			an inspection, attach			Number of	of continu	lation she	ets:
A Request/A	pproval/Acceptance:	the	inspection	clearance results to	o this form.									
	Manager: By my signature,	I certify t	hat the	Printed Name:										
property listed above contains no documents or ele			ectronic							Su	rplus Int	ernal (Jse / A	udit
media that may contain personal, official or ser information. Does not apply to computers as all				Signature:				Date:						
	e destroyed by the Surplus													
5. Surplus Us	se Only:									Cus	tomer Co	vq		
Received by Surplus Rep: Signing for the items listed above.										epted		cline		
								Date:						
Inventory Con Property Transfer	tact Person/Designee:	Print Nar	ne:		Sign:			Date:						
	erties Supervisor									Custo	mer Initial's:	Sur	plus Rep In	tial's
								Date:						