Property Management Department 777
Glades Road
Bldg 10, Rm 142
Boca Raton, FL 33431
Submit Form With a Ticket at: HelpDesk

Surplus Request Form

(Less Than $5,000)

Date: _____ Surplus Document #:_____

Requestor's Name: _____ Department: _____

Requestor's Signature: _____ Cost Center:_____

Phone Number: _____ Email: _____

SECTION 1- **PROPERTY DESCRIPTION (REQUIRED FOR ALL REQUEST TYPES)**

IT IS REQUESTED THAT RELEASE FROM ACCOUNTABILITY BE GIVEN FOR THE PROPERTY BELOW:

FAU Property #	Description of Property (Name, Make, Model)	Serial Number	Location	Acquisition Cost	Acquisition Date

Please Note: If Surplus is of computers or any items with an internal memory, a Computer Deactivation Form needs to accompany this request.