

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

<u>Surplus Request Form</u> (<u>Greater Than \$5,000)</u>							
Date:	Surplus Document #:						
Requestor's Name:	Department:						
Phone Number: Email:	Cost Center:						

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

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

Items with () are mandatory fields and will need to be completed in order to be processed*

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.*

SECTION 3-CERTIFICATION (REQUIRED FOR ALL REQUEST TYPES)

I certify the above sections are true and complete to the best of my knowledge and request, with the exception of missing items, a release of accountability be given for the property listed. I certify the property missing was not accounted for and every effort was made to locate the item.

Cost Center Manager (Print):	
Cost Center Manager Signature:	Date: