#SP101-B

SURPLUS NON-COMPUTER PROPERTY FORM
UW OSHKOSH

DEPARTMENT _____ CONTACT NAME & TELEPHONE # _____

DEPT # : _____ MAIL CODE _____ DATE _____ SIGNATURE _____

NOTE: Complete this form and forward to the Purchasing Office, Dempsey Hall, Rm 232 Fill out a Work Order to have the items picked up by B&G **CODES for the CATEGORY column in the CHART BELOW**: OFF – All types of office furniture, equipment, fixtures and books. SCR – All scrap building materials. VEH – All vehicles including cars, trucks, boats, trailers, farm implements and accessories. OTHER – All other property that doesn't fit into any other category.	**CODES for the CONDITION column in the CHART BELOW**: **1** – Excellent condition—no repairs required. **2** – Operative condition—minor repairs needed. **3** – Non-operative—needs repair. **4** - JUNKED

ITEM #	NAME/DESCRIPTION OF ITEM TO BE SURPLUSED	INVENTORY NUMBER	APPROX AGE	QUANTITY	CATEGORY	CONDITION	BLDG/RM WHERE LOCATED	ORIGINAL COST

NOTE: Complete this form and forward to the Purchasing Office, Dempsey Hall, Room 232.