WINTHROP UNIVERSITY
DECLARATION OF SURPLUS PROPERTY

To: University Property Control Officer Date: _____

From: _____ Dept. No. _____
Dept. Name

Location of Property

Source of Funds: (check one)
☐ State ☐ Federal ☐ Other

Contains Electronic Memory?	Quantity	Description of Property	WU Decal No.	Unit Cost (if known)	Total Cost

Note: If device contains electronic memory, Contact I.T. to have it cleared and obtain needed I.T. certification before surplus…

Certification:
I hereby certify that the property described
Above is no longer needed in the operations
of this department and is hereby declared surplus.

Authorized Signatures

_____
Property Custodian

Condition of Property _____

_____
Dean or Dept. Head

Received by Property Control

_____
Signature Date

PROPERTY CONTROL IS NOT RESPONSIBLE FOR SURPLUS UNTIL ITEMS ARE PICKED UP & SIGNED FOR

1. Department prepares and signs your Surplus asset I-2 form,
2. Department requests Facilities to pick up the items (separate work request to Facilities)
3. Facilities Management will sign Surplus 1-2 form – indicating their taking possession of the item. This completes the Surplus asset form.
4. You retain the original Surplus form and e-mail/copy it to the Facilities Surplus Property Manager and the Controller's office.

Property Control Form No. 1-2

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