



Surplus Item Disposal Worksheet | Facilities Services

Please fill out worksheet and submit to Facilities Services via work order

A Facilities Services staff member will contact you with next step for disposal of surplus item(s).

Requester

Name: _____ Phone: _____ Email: _____

Department/Shop: _____ Department Supervisor: _____

Department supervisor must approve disposal of item(s). Approved? Yes No

Item(s)

Circle the closest description of the item(s):

Equipment Electronics Furniture Vehicle Other

Please provide a general description of the item(s):

Estimated Value

\$ 1-100 \$ 100-500 \$ 500-1000 \$ 1000-5000 > \$ 5000

Estimated weight: _____ lbs.

This item can be:

- Reused
- Recycled
- Resold

Are there any special circumstances for item removal (access issues, scheduling requests, etc.)?
