SURPLUS FORM

Send or Fax completed form to:
University Facilities' Customer Service
120 Beane Center
Fax: 645-5965; Phone: 645-2025
AND
Inventory Services
208 Crofts Hall
Fax: 645-6546; Phone: 645-2619
AND
RETAIN ONE COPY IN YOUR DEPT FILE FOR AUDIT PURPOSES.

Use this form ONLY for items in FAIR or GOOD condition.
To dispose of POOR/SCRAP items, use the DISPOSAL FORM.

Departments must ensure that equipment is free from any/all radioactive/hazardous materials prior to initiating form.

Note: NO TAGS WILL BE SENT – ATTACH A COPY OF COMPLETED FORM TO EACH ITEM

Name _____ Department _____ Account # _____ Date _____

Building _____ Room _____ Telephone _____ Authorized Signature _____

Asset No.	Bldg/Rm for Pick Up	Qty.	Description	Manufacturer	Model	Serial No.	Condition **FAIR/GOOD**

********AN ALTERNATIVE TO SURPLUS IS "UBSWAP" – WWW.UBBUSINESS.BUFFALO.EDU/SWAP********