

REQUEST TO SURPLUS UW-PARKSIDE PROPERTY

NOTE: Effective immediately Facilities Management Work Order for moving items to surplus must Be submitted **AFTER your department receives the approved form and tags.**

DEPARTMENT NAME _____

ACCOUNTING CODE _____

ITEM #	DESCRIPTION MANUFACTURING SERIAL NUMBER IF APPLICABLE	LOCATION	UW PARKSIDE INVENTORY	CLASS/ CONDITION	ACQUISITION COST IF ESTIMATED PREFIX WITH "E"	PRESENT FAIR VALUE

Facilities Management Work Order Attached

We Will Dispose Of

We Will Move To Surplus Area

IF MORE SPACE IS NEEDED, PLEASE ATTACH ADDITIONAL LIST.

SIGNATURE (DIRECTOR OR DEPARTMENT CHAIRPERSON)

DATE

COMPLETE THE ABOVE INFORMATION AND FORWARD TO MAIL SERVICES, GREENQUIST D206. **COMPLETE A SEPARATE FORM FOR CLASS "D" - JUNK ITEMS. DO NOT INCLUDE THEM ON A LIST WITH CLASS "A-C" ITEMS.**

APPROVED FOR DISPOSITION AS JUNK

APPROVED FOR REMOVAL TO SURPLUS STORAGE AREA

JOSEPH RODRIGUEZ, SURPLUS PROPERTY MANAGER

JOSEPH RODRIGUEZ, SURPLUS PROPERTY MANAGER

ON CAMPUS TRANSFER OF ABOVE ITEMS

TO BE COMPLETED BY SURPLUSING DEPARTMENT UPON TRANSFER TO A UW-PARKSIDE DEPARTMENT.

<u>DESCRIPTION</u>	<u>PARKSIDE INVENTORY #</u>	<u>TRANSFERRED TO: DEPARTMENT NAME</u>	<u>DEPT ACCOUNTING CODE</u>
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SIGNATURE - SURPLUSING DEPT. DIRECTOR OR DEPT. CHAIR

SIGNATURE - RECEIVING DEPT. DIRECTOR OR DEPT. CHAIR

APPROVED FOR ON-CAMPUS TRANSFER:

APPROVED FOR TRANSFER TO CANNIBALIZE FOR PARTS:

JOSEPH RODRIGUEZ, SURPLUS PROPERTY MANAGER

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Effective 10/3/06: Surplus Services has updated its policy and procedure for the disposal of all personal computers. The policy requires that all software, data and applications software be removed from the hard drives on the personal computers. This change was initiated to ensure that no records, files or software are inadvertently transferred along with the hardware. To ensure that all data is removed from surplus bound machines, contact the UW-Parkside Help Desk for information on how to fill out a "Service Request Form." Personal computers will be returned to their department if the software has not been removed and the proper form is not attached. A separate surplus form must be used for personal computers, components or peripherals.