UNIVERSITY of
NORTHERN COLORADO

CAPITAL EQUIPMENT SURPLUS FORM
(EQUIPMENT VALUE $5,000 OR MORE)

Organization Requesting Action	Organization #	Date

Authorized Signature for Org

IT Authorized Signature (for computer equipment)

Property Tag # and Description and Serial #	Location	Condition	Date Available	Method of Disposal

Condition: N=New, W=Working, C=Complete, X=Non-Working
Method of Disposal: Salvage, Scrap, Donation

If Donation: Name of non-profit agency receiving donation and signature of individual from agency:

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RETURN FORM TO PROPERTY CONTROL, GAO, CAMPUS BOX 44, PHONE 1-1830