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

<table>
<thead>
<tr>
<th>Property Tag #</th>
<th>Description</th>
<th>Serial Number</th>
<th>Location</th>
<th>Condition</th>
<th>Date Available</th>
<th>Method of Disposal</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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:

AGENCY NAME___________________________________________________________________________

SIGNATURE____________________________________________________________________________

RETURN FORM TO GENERAL ACCOUNTING OFFICE, CAMPUS BOX 44
Questions? Contact Alejandra Estevez 351-2389

GAO Form PC-03
Revised 10/18/2016
This form is used to report equipment with an original value of $5,000 or more that is sent to salvage, is donated or is scrapped. Please provide the following information:

- The name of the Organization/Department responsible for the equipment
- The Banner Organization number
- An authorized signature for the Banner Organization
- The UNC property tag number
- Description of the equipment being surplused
- Serial number if available
- Building name and room number where the equipment is currently located
- Condition of the property, using the initials N(new), W(working), C(complete), X(non-working)
- Method of disposal, Salvage, Scrap or Donation
- If applicable, indicate the date the equipment is available for pick-up
- If the equipment will be donated, indicate the name of the entity to receive the donation and have the form signed by an individual from the receiving entity. Equipment can only be donated to non-profit entities.
- **Computer equipment being disposed of must follow the Information Technology procedure for handling used computer equipment. Please contact Information Technology for disposal. The Information Technology procedure is available at:**
  http://www.unco.edu/it/Policies/SurplusProcedure.pdf

Forward the completed form to the General Accounting Office, Campus box 44, so that inventory records can be updated.