



### CAPITAL EQUIPMENT SURPLUS FORM

This form is used to report equipment with an original value of \$10,000 or more (\$5,000 or more if purchased FY17 or prior) that is sent to salvage, is donated, or is scrapped.

***Please provide all of the following information:***

<b>Department disposing of item</b>	<b>ORG Number</b>	<b>Date</b>	<b>Authorized Signature</b> <b>(If signing electronically, please sign after form is complete)</b>
<b>If Donation – Name of agency receiving donation</b>		<b>Date</b>	<b>Agency Signature</b>
<b>Return form to General Accounting Office, Campus Box 44. For questions, please contact the Capital Accountant 1-1827.</b>			<b>IM&amp;T authorized signature (for computer equipment)</b>

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

\*Condition: N = New W = Working C = Complete X = Non-working

\*\*Method of disposal: Salvage, Scrap, or Donation