

DECLARATION OF USABLE SURPLUS PROPERTY

Select One: Inventory In Dept or Transfer to Surplus Inventory

Inventory that will be held within the department should be posted to the University's "FREEBAY" Site.
Listed on Umass "FreeBay" Surplus Inventory website: Yes No

Do you require moving service? Yes No
If moving service required please contact facilities to arrange for moving of equipment to surplus inventory storage.

This form is to be used property that is in good condition that maybe of interest to other departments.
Please complete form fully and return to Property Control Office, Power Plant

Requestor Name: _____ Phone: _____

UMD Email: _____ Department: _____

Tag # (If Applicable)	Item Description	Mfg.	Model #	Serial #	Location(Bldg/Rm)

I affirm that I have had CITS remove all data and files from any computer being disposed of.

Requestor Signature: (Date)

Dean/Dept Chair/Director (Print)

Dean/Dept Chair/Director (Signature) (Date)

Property Control (Date)