

How To Transfer Items To Surplus

Tagged Items (University of Alaska Barcode)

- Use the Property Transfer Report and be sure it is legible and signed by a Dean/Director or Department Head.
- Equipment titled to the Federal Government or other agencies must be submitted with documentation authorizing the disposal of the equipment.

Non-Tagged Items

- Use the Surplus Property Form and be sure it is completely filled out, legible and signed by a Dean/Director or Department Head.
- Please be sure to notate the condition of items, especially if items are broken or non-functional, so that our department can properly dispose of them.

Acceptance of Surplus

- **Email the forms to uaf-rec@alaska.edu** (prior to delivering the items or requesting pick-up)
- We will verify that the forms are complete and that the tagged equipment items are recorded on your inventory correctly and titled to the University.
- Surplus items will not be accepted at our facility unless this documentation and review process has been completed.