

NON-TAGGED ITEMS ONLY!!! PO BOX 757360

PHONE (907) 474-6137

Please email this form to: <u>UAF-rec@alaska.edu</u>

FOR TAGGED ITEMS, USE A PROPERTY TRANSFER REPORT.

| Department Name Contact Person | Approved By: Director/Dept. Head | | Location Of Surplus |
|---------------------------------|----------------------------------|------------------|---------------------|
| | Phone # | Fax# | Date |
| ALL ITEMS CONTAINING H | AZARDOUS MATERIAI | _S MUST GO | TO EHS&RM, X56 |
| DESCRIPTION | Serial Number | Condition | PROPERTY |
| Make, Model, Manufacturer) | | Good, Fair, Poor | OFFICE USE ONLY |
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Surplus equipment will not be accepted if this form is not filled out completely.