

**FLORIDA POLYTECHNIC UNIVERSITY
PROCUREMENT DEPARTMENT
SURPLUS PROPERTY REQUEST FORM**

Control # _____

Surplus property is defined as property for which there is no further planned use by the department currently responsible for that asset or which is intended for replacement. It includes all tangible assets such as equipment, materials, supplies and furniture.

Item Category:

- | | |
|---|---|
| <input type="checkbox"/> Computer Hardware | <input type="checkbox"/> Pumps/Machinery |
| <input type="checkbox"/> Office Equipment/ Office Furniture | <input type="checkbox"/> Scrap Metal/Junk |
| <input type="checkbox"/> Plant Equipment/Demolition | <input type="checkbox"/> Vehicles |
| <input type="checkbox"/> Hazardous Material | <input type="checkbox"/> Other: _____ |

Location of surplus property: _____

PROPERTY PURCHASED WITH GRANT FUNDS

Check here if property was originally purchased with grant funds.* Disposal of this type of property requires special processing. Property purchased with federal funds must show proof that the grant allows for transfer to the University when a grant expires, or property is no longer needed under the grant. An official transfer agreement (if applicable) may or may not include restrictions. Please contact Sponsored Programs. Property purchased with grant funds cannot be processed until approval for disposal has been obtained from the President.

President Approval

Approval Date

DEPARTMENTAL APPROVAL

After department head approval is obtained, please forward this form to the Procurement Department for processing. Upon receipt, the Procurement Department will review and submit a recommendation to the Vice President of Admin and Finance of method of disposal.

REQUESTED BY:

Requester Name: _____ Date: _____

Department: _____

Department Head Approval:

Name: _____ Date: _____

Signature: _____

NOTE: Department Head approval required prior to submitting to Procurement

PROPERTY DESCRIPTION

Please create an Excel spreadsheet and provide a picture of the item(s) along with the following information:

- 1. Description (ie: manufacturer’s name, model/serial number, purchase date/age of equipment, date out of service, etc.)
- 2. Estimated Original Purchase Cost and PO # (if known)
- 3. Estimated Surplus Sale Value
- 4. Condition (when rating condition, please use the following codes: (N) New/unused, (E) Excellent, (G) Good, (F) Fair, (P) Poor, (J) Junk, (O) Operational, (NO) Non-operational and (SH) Safety Hazard).

ASSET DETERMINATION

Property containing University asset tags and considered a capital asset must be approved by the Deputy Controller.

Deputy Controller Approval

Date

FOR PROCUREMENT DEPARTMENT USE ONLY

***Disposal Method:** Repurpose Bid Auction Scrap Donation

Director of Procurement

Date

CFO Approval

Date