

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

Control #: _____

Complete this form to request item(s) be considered surplus property (surplus property includes material, property and supplies that no longer have any use to your department. This includes items that are obsolete, scrap or have completed their useful life). Please provide a detailed description of the item(s) on the second page of this form.

- | | |
|---|--|
| <input type="checkbox"/> Computer Hardware | <input type="checkbox"/> Pumps/Machinery |
| <input type="checkbox"/> Office Equipment | <input type="checkbox"/> Scrap Metal/Junk |
| <input type="checkbox"/> Office Furniture | <input type="checkbox"/> Vehicles/Equipment |
| <input type="checkbox"/> Plant Equipment/Demolition | <input type="checkbox"/> Other: (Provide description on Page 2.) |

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 grant funds cannot be processed until approval for disposal has been obtained from the President.

President Approval

Approval Date

DIRECTOR APPROVAL

After department director approval is obtained, please forward this form to the Procurement Department for processing. Upon receipt, the Procurement Department will coordinate a Surplus Committee Meeting to identify possible disposal method(s).

REQUESTED BY:

Requester Name

Department

Supervisor Approval

Approval Date

Director Approval

Approval Date

**NOTE: DIRECTOR APPROVAL REQUIRED
PRIOR TO SUBMITTAL TO PROCUREMENT
DIVISION.**

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 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

Only those items deemed an asset are required to be approved by Custodian and disposal method determined by Committee. The Director of Assets will review the attached spreadsheet and notate accordingly and will sign below to confirm review:

Director of Assets Signature

Date

CUSTODIAN APPROVAL

If any of the attached items are deemed an asset, prior to initiating a Surplus Committee Meeting, the Procurement Department will forward this request form and corresponding spreadsheet to the Custodian (University President) for confirmation of surplus status and subsequent disposal.

Custodian Approval

Approval Date

SUMMARY (FOR PROCUREMENT DEPARTMENT USE ONLY)

***Disposal Method Used:** Abandon Transfer Public Sale Scrap Donation

Signed/Dated Bill(s) of Sale and Deposit Ticket(s) Attached?

*See spreadsheet for disposal method on multiple items requested