

Warehousing Control Number _____

Warehousing Work Order # _____

SURPLUS FORM (NON CPU / HARD DRIVE)

INSTRUCTIONS (Refer to Fiscal Policy No. FI0605):

1. Fill out completely. Enter Description, Serial# and UT Tag#. List all tagged and untagged items. All tagged items must be listed individually.
2. Type in form, Save & Email to Surplus Property at utwarehousing@utk.edu. You will be sent a confirmation email when received.
3. Do not forward a copy to the Controller's Office, as Surplus Property personnel will do this.
4. Reconcile to ensure items have been removed from inventory. Keep a filed copy for six years.

Date: _____

Contact Name: _____

Contact Number: _____

Email Address: _____

Department: _____

Building & Rm #: _____

Cost Center/Acct #: _____

APPROVALS (REQUIRED)

Current Custodial Department

Department Head Name: _____ Phone: _____ Date: _____

Warehousing Signature: _____ Date: _____

DESCRIPTION	SERIAL #	UT TAG#	WORKS YES NO	Warehouse Use Only NOTES

*Revised July 2015