Directions:

1) FAX Signed Originals to BOTH:

a) University Facilities Customer Service
Fax: 645-5965 (Phone: 645-2025)

b) Inventory Services
Fax: 645-6546 (Phone: 645-2619)

2) Attach a copy to EACH item.

3) Send Original to Departmental Inventory Coordinator.

SURPLUS FORM

Use this form ONLY for items in FAIR or GOOD condition.
To dispose of POOR/SCRAP items, use the DISPOSAL FORM.

Departments must ensure that equipment is free from any/all radioactive/hazardous materials prior to initiating form.

Note: NO TAGS WILL BE SENT – ATTACH A COPY OF COMPLETED FORM TO EACH ITEM

Name _____ **Department** Chemistry _____ **Account #** 700018 _____ **Date** _____

Building _____ **Room** _____ **Telephone** _____ **Authorized Signature** _____

Asset No.	Bldg/Rm for Pick Up	Qty.	Description	Manufacturer	Model	Serial No.	Condition FAIR/GOOD

AN ALTERNATIVE TO SURPLUS IS "UBSWAP" – WWW.UBBUSINESS.BUFFALO.EDU/SWAP

Surplus will be handled through University Facilities. For questions regarding pickup, please call University Facilities Customer Service at 645-2025. For all other questions, please call Inventory Services at 645-2619. It is illegal to remove equipment/furniture without proper forms on file. (10/8/08)