

**Southern Utah University**  
**Retirement, Trade In, Transfer of Equipment Form**

Department: \_\_\_\_\_ Dept Account: \_\_\_\_\_

Equipment Description: \_\_\_\_\_

Date Equipment Purchased: \_\_\_\_/\_\_\_\_/\_\_\_\_

Serial Number / Inventory Number: \_\_\_\_\_

Disposal/Retirement  Trade-In  Transfer

Reason for above: \_\_\_\_\_

Condition:  NEW  GOOD  FAIR  BROKEN  UNUSABLE

Estimated Current Value \_\_\_\_\_

Transferred from Building \_\_\_\_\_ Room # \_\_\_\_\_ Transferred To \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Responsible Employee's Signature \_\_\_\_\_

\_\_\_\_\_  
Department Head/Dean

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
*Surplus Receiving Signature*

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

(Accounting Only)

Final Disposition of Asset:

Sale Amount: \$ \_\_\_\_\_

Sale Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Receipt # \_\_\_\_\_

Disposal other than Sale \_\_\_\_\_

Removal from Asset List \_\_\_\_\_

Date

Inventory Control

## **Surplus Form- Basic Instructions**

- ❖ Please fill out a form for each individual item.
  - (Items such as keyboards, mouse, cables and plugs do not count as an item but rather an extension to an item, so please do not fill out a form for those.)
  
- ❖ Every thing on the form regarding the item and its ownership needs to be completed before an item can and will be picked up
  
- ❖ Forms can be sent through campus mail to Surplus in Purchasing, or can be attached to the item itself for pick up.
  - When you contact Surplus for your pick up, please notify such person where the form will be available.
  
- ❖ If an item is maked “Unusable” please be aware that Surplus is not designed to dispose of equipment. The form should still be sent in to Surplus for inventory tracking purposes however the item should be disposed of by department.