

**SURPLUS PROPERTY PICK UP REQUEST - FEDERAL GRANT**

*Complete this form if your department has federal grant items that need to be picked up by Surplus. (Federal grant items are tagged with a red asset tag.) This form must be typed, signed and forward to Grants Accounting (216 Sparks Hall) for approval. Until Grants Accounting approval is received and items are picked up, it is the department's responsibility to safely store and track the items listed below.*

Request Date: \_\_\_\_\_

Requesting Department Information:			
Department Name:		Department Location Number: <small>(Located at top left of inventory list)</small>	LN ____ _ _ _ _
Department Head Name:		Department Head Signature:	
Contact Person:		Contact Phone Number:	

	Complete Property Description <small>(item, size, type, model, material, color and make)</small>	Pick up From Bldg./Room	Serial #	Federal Asset Tag #
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

<p style="color: red; margin: 0;">Surplus disposal of tagged asset approved by Grants and Contract Accounting:</p>  		
_____ Accounting Mgr. Signature	_____ Printed Name	_____ Date