

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](mailto: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 Name & Rm #:** \_\_\_\_\_

**Cost Center/Acct #:** \_\_\_\_\_

**APPROVALS (REQUIRED)**

**Current Custodial Department**

Department Head Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

Warehousing Signature: \_\_\_\_\_ Date: \_\_\_\_\_

DESCRIPTION	SERIAL#	UT TAG#	BOUGHT W/ FEDERAL GRANT \$\$?	WORKS YES NO	NOTES

\*Revised 6/2016

**NOTE: iPads and Tablets need to go on the CPU form, not this form**  
**HANDWRITTEN FORMS WILL NOT BE ACCEPTED**