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 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