

Instructions:
 Please complete this form in its entirety when your item is ready to leave your area (nothing in the drawers, nothing on the item). Email a signed copy of this form to surplus@unca.edu. Please include as many details as possible in regards to location of pick-up and condition of item. We will make arrangements for pick-up within 2 business days.



Inventory Action Form

For Surplus Property Use Only:
 Lot#
 Additional Notes:

Department Contact Person Contact Phone # Date of Request
 Action Requested

QTY	Item	Model/Serial #	UNCSA Asset Tag # (If Applicable)	Pick Up Location (be specific)	Condition (Please be as detailed as possible, ex: old and ugly but works, runs but leaks hydraulic fluid, broken-needs new capacitors, like new, etc.)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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TO SURPLUS:

Signature of Department Admin or Department Head Required for all items sent to Surplus Property or transferred to another department. Dean's signature required only for Fixed Assets sent to Surplus or transferred out to another department.
 Signature of Department Admin or Department Head
 Signature of Dean required for Fixed Assets Only

FROM SURPLUS:

Signature of person receiving item from another Department or from the Surplus Property Shop.
 Signature of Employee Receiving Item(s)