Work Order Number: _____

Office of Technology - Technology Equipment Surplus Form

Instructions:

1. Create a work order through Technology Support Center at 543-4357 to have the equipment picked up.
2. Complete this form listing only the major equipment and accompanying peripheral items. For example: 3 monitors, 5 keyboards, speakers, and mouse.
3. Save the form for your records. Give a signed hardcopy of the form to the technician at the time of pick up.
4. Please note that all items will be returned to Ward Edwards 0310 for processing.

SURPLUSING COLLEGE: _____

DEPARTMENT: _____Phone number: _____

Signature: _____ Date: _____

OFFICE OF TECHNOLOGY:

Signature: _____ Date: _____

Asset Tag #	Serial Number	Equipment Description