## The University of Akron - Surplus Property **CLAIM** Form

DEPARTMENT MUST FILL OUT ALL FIELDS BELO ALL INCOMPLETE FORMS WILL BE RETURNED	Central Stores use only
Date:	SPC#
Department:	Received on:
Cost Center Number:	Picked-up by:
Dept. Contact:	Date:
Phone:  Department's Head/Dean  Name (Printed):	Notes:
Department's Head/Dean Signature:	
dditional Comments:	

## Submit completed form to Surplus Property: Mail +0703, Fax - x5294, surplus@uakron.edu.

Note: Surplus Property does not charge departments for claimed items. Departments may pick-up their claimed items on their own or pay to have them delivered by Special Services. For delivery costs and arrangements, please contact Special Services at 330-972-6019. All claim forms will be forwarded to Special Services, unless otherwise noted.

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