The University of Akron - Surplus Property CLAIM Form

DEPARTMENT MUST FILL OUT ALL FIELDS BELOW
ALL INCOMPLETE FORMS WILL BE RETURNED

Date: _____

Department: _____

Dept. Account Code: _____

Dept. Contact: _____

Phone: _____

Department's Head/Dean Name (Printed): _____

Department's Head/Dean Signature: _____

Central Stores use only	
SPC #	
Received on:	
Picked-up by:	
Date:	
Notes:	

Additional 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.

QTY	Item Description	Building	Room	Notes

Contact Surplus property: Nicole Cook at 330-972-5251 or Tony Ross at 330-972-5252.