The University of Akron - Surplus Property **RELEASE** 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	
SPR #	
Received on:	
Delivered by:	
Date:	
Notes:	

Additional Comments:

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

Note 1: Any items with an original cost of $5,000 and above are considered Capital Assets and must have all fields filled in. If any information is unknown, contact Property Accounting at x7202.

Note 2: All property surplused will be picked-up by Special Services as their schedule permits at no cost to the department. Please contact Special Services at 330-972-6019 for inqueries or to discuss any special arrangemtents.

QTY	Item Description	Serial # (If applicable)	UA Tag # (If applicable)	Condition (See below)	Building	Room	Notes

Condition Codes

A1 Excellent Condition
A2 Good Condition
A3 Fair Condition
A4 Minor Repairs Required
A5 Major Repairs Required
S Scrap - Beyond Repair - Obsolete - Unusable

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