

**FLORIDA POLYTECHNIC UNIVERSITY
PROCUREMENT DEPARTMENT
SURPLUS PROPERTY REQUEST FORM**

Control #: _____

Complete this form to request item(s) be considered surplus property (surplus property includes material, property and supplies that no longer have any use to your department. This includes items that are obsolete, scrap or have completed their useful life).

Please provide a detailed description of the item(s) in the description section of this form.

PROPERTY PURCHASED WITH GRANT FUNDS

Check here if property was originally purchased with grant funds.

Disposal of this type of property requires special processing. Property purchased with grant funds cannot be processed until approval for disposal has been obtained from the President.

President Approval **Approval Date**

DIRECTOR /DEPARTMENT HEAD APPROVAL

After department Director/Department Head approval is obtained, please forward this form to the Procurement Department for processing. Upon receipt, the Procurement Department will coordinate with the Chief Financial Officer (CFO) to identify disposal method(s).

REQUESTED BY:

Requester Name **Department** **Department Head Approval** **Approval Date**

Director Approval **Approval Date**

NOTE: DIRECTOR APPROVAL REQUIRED PRIOR TO SUBMITTAL TO PROCUREMENT DEPARTMENT.

DESCRIPTION

Please provide a description of the item (s) below, either written or in the table provided (see attachment A), along with a picture(s), if necessary. If you need more room, please create an Excel spreadsheet. The description should include the following information, if applicable: Description (ie: manufacturer's name, model/serial number, purchase date/age of equipment, date out of service, etc.) 2. Estimated Original Purchase Cost 3. Estimated Surplus Sale Value 4. Condition (when rating condition, please use the following codes: (N) New/unused, (E) Excellent, (G) Good, (F) Fair, (P) Poor, (J) Junk, (O) Operational, (NO) Non-operational and (SH) Safety Hazard.

Location of surplus property: _____

ASSET DETERMINATION

Only those items deemed an asset are required to be approved by Custodian and disposal method determined by Director of Procurement and Chief Financial Officer (CFO). The Controller's Office will review the information and notate accordingly and will sign below to confirm review: Capital Asset: Yes No

Controller's Office

Review Date

SUMMARY (FOR PROCUREMENT DEPARTMENT USE ONLY)

***Disposal Method Used:** Abandon Transfer Public Sale Scrap Donation
 Recycle

CFO Approval:

Signed/Dated Bill(s) of Sale and Deposit Ticket(s) Attached?

*See spreadsheet for disposal method on multiple items requested

Director of Procurement

Approval Date