



Surplus Property Property Disposition Request Form

PDR

Instructions: Please fill out each section of this form completely. If you have questions about this form or the process, contact Material Services at 307-766-2409 or Asset Management at 307-766-2302

SECTION 1

Type of Disposition

Surplus Property

Transfer to _____
New Org/Dept Name and 5-digit Org Number

Other (Provide Reason)

Additional Detail:

SECTION 2

Organization/Dept. Name: _____

Organization Number: _____

Contact Person: _____

Contact Phone: _____

Are All Items Available for Pickup Immediately? Yes No

Date Available for Pickup: _____

SECTION 3

The department certifies that all items listed below are clean of chemical, biological and radioactive material.

Surplus Property will sanitize hard drives to NIST.SP.800-88r1 specifications or destroyed based on condition.

I understand that Surplus Property will review requested disposal price. If requested disposal price is left blank, Surplus Property will determine market value/selling price. If it is determined it does not reflect the market they will work with department to establish the basis for the sale price.

SECTION 4

Please enter as much information as possible about each item in the table below.
Grey areas are to be filled out by Surplus Property/Asset Management personnel only

UW Tag #	Manufacturer	Model	Item Description <i>(required)</i>	Building Name	Room # / Location	Operational (Y/N)	Requested Disposal Price	Determined Market Value	Item Destination

SECTION 5

I authorize the items listed to be released to Surplus Property for sale, transfer, or disposal in accordance with existing policies.

Authorized signature must be from a Dean, Director, or Department Head.

_____ _____ _____
Print Name Authorized Signature Date

Send This Form via UW Campus Mail, scanned into an email (property@uwo.edu), or fax (307-766-6762) to UW Asset Management Office for approval. Pickup will be scheduled only after PDR approval.

Asset Management / Surplus Property Use Only

Date Received: _____ By: _____

Date Processed: _____ By: _____

AM Updated: _____ By: _____

Sponsored Programs Approval: _____ By: _____

PDR to Material Services: _____ By: _____

PDR to RMMC / Asset Mgt. _____ By: _____

Notes: