

Terrapin Trader Surplus Property Release

Terrapin Trader Number

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Dept Name (Do Not Abbreviate) _____

Contact Person (Inventory Coordinator) _____

Dept Inventory Code _____

Building & Room _____

FRS # to Credit any Proceeds _____

Phone _____

Items on Inventory must be listed separately. Other items may be listed separately or grouped if like items (ex. 5 chairs). Please type.

Univ Asset Tag if on Inventory	Mfg. Serial No.	Description (item, Manufacturer, Model, Est. Current Value if Known, etc. For additional comments, use space at bottom or back of form)	Approx Age	Does It Work? (Y/N)	FOR USE BY TERRAPIN TRADER ONLY		
					Disposition	Date of Sale	Sales Amount

I authorize the above items to be released to Terrapin Trader for disposal or resale in accordance with the existing policy and procedures.

Department Head Name _____

Phone _____ Date _____

Department Head Signature _____

Picked up by _____ Date _____

Additional Comments _____

Instructions

1. Complete form and obtain department head signature
2. Call 405-7337 to arrange for pick-up of surplus
3. Have driver sign form when pick-up is made
4. Make a copy for your file; give original form to driver
5. Maintain capital equipment on your inventory until notice of final disposition from Terrapin Trader