

ALABAMA A&M UNIVERSITY

REQUEST FOR DISPOSAL OF SURPLUS PROPERTY

NOTE: FAX COMPLETED FORM TO PROPERTY MANAGEMENT AT
(256) 372-5545
WHEN SURPLUS PROPERTY IS RECEIVED BY PROPERTY MANAGEMENT A RECEIPT WILL BE ISSUED
FOR QUESTIONS CALL 256 372-5546

PLEASE ENTER ONE CODE PER ITEM: (A) TOO COSTLY/BEYOND REPAIR (B); OBSOLETE (C); CANNIBALIZED

CODE	AAMU TAG #	WORKING?	PROPERTY DESCRIPTION	MANUFACTURER
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

	PICK UP ITEMS AT BUILDING #	BUILDING NAME:	ROOM #:	CONTACT TEL:
	ITEMS WILL BE DELIVERED TO PROPERTY MANAGEMENT ON:		DATE:	TIME:
				BY:

DEPARTMENT REQUESTING DISPOSAL OF SURPLUS PROPERTY:			PROPERTY MANAGEMENT USE ONLY:	
Date	Org. #	Fax. #	Received By Property Management On:	
Department Name:			Date:	Time:
Contact Name:		Tel:	By:	
Authorized Signature:			Authorized Signature:	
Print Name:		Title:	Print Name:	Title: