SURPLUS EQUIPMENT
AND
MATERIAL PICK-UP & STORAGE REQUESTS

FROM: ________________________________ DATE: ________________

DEPARTMENT ________________________________

PLEASE PICK-UP THE FOLLOWING: _________________________________________

________________________________________________________________________

Please Deliver The Following: _____________________________________________

________________________________________________________________________

N. C. S. U. Property ______________________ U. S. D. A. Property ______________________

Model #: ______________________________ Serial #: __________________________ Brand: ____________________

FROM ROOM #: __________________ CAMS # (number on white NCSU sticker) ______________________

DISPOSE OF THIS ITEM IN THE FOLLOWING MANNER:

☐ Store—Items will be held six months only

☐ Item is excess and may be transferred to another user

☐ Item is no longer serviceable and should be sold

☐ Item has been used in contaminated environment

☐ Item is safe to be handled by untrained personnel

☐ Other: ________________________________________________________________

COMMENTS: ____________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

DISPOSAL AUTHORIZED BY: ________________________________________________

SEND TO: CVM Property Management
513-6417