

SURPLUS PROPERTY PICK UP REQUEST

*Complete this form if your department has items that need to be picked up by Surplus. ***Do not include federal grant purchased equipment on this form.** Form must be typed, signed and submitted to msu.surplus@murraystate.edu.*

Request Date: _____

Requesting Department Information:

Department Name:		Department Location Number: <small>(Located at top left of inventory list)</small>	LN ____ _
Department Head Name:		Department Head Signature:	
Contact Person:		Contact Phone Number:	

If items are stolen contact MSU Police Department 270-809-2222 to obtain a Police Report.

	Complete Property Description <small>(item, size, type, model, material, color and make)</small>	Pick up From Bldg./Room	Serial #	MSU Asset Tag #
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
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12				
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14				
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20				