

## INSTRUCTIONS FOR DECLARATION OF SURPLUS EQUIPMENT FORM

Section I - all of this information is to be completed by the department or program requesting the pick-up of surplus equipment that is to be sent to classroom surplus for disposal by the warehouse.

Please fill in the following information in Section 1 of the form:

The name of the department or program who is requesting the pick-up of equipment

The location of the equipment to be picked up, building and room number

The name of the person in the program or department who is filling out this form

Answer the question, "Is the equipment on your physical inventory?" Yes or No

If there is a listing of several items and if some are on inventory and some are not, answer "Yes."

If the equipment IS on inventory, please fill in the section to be signed by the Dean, Director, Chair of the program or department and have him or her sign the form.

If the equipment to be picked up is NOT on inventory, this form can be faxed or sent through campus mail to the Physical Plant. The fax number is 4859.

If the equipment is ON inventory, please print out the form, complete the section that must be signed by the Director, Dean or Chair of the Department or Program and fax or send the form through campus mail to the Property Manager. The fax number is 4302.

If you do not know if the equipment is on the physical inventory, please check with the secretary or administrative assistant in your office or phone the Property Manger at extension 4104.

If computers are being sent to surplus, it is state law that the hard drive must either be completely erased or removed from the computer. All surplus computers, computer parts, printers and peripheral equipment are sent to the Department of Criminal Justice for recycling or refurbishment. Therefore, it is the responsibility of the department or program to insure that there is no confidential information remaining on the computer.

If you are sending a personal computer or laptop to surplus, please contact Information Systems at extension 4278 to get a work order to erase or remove the hard drive from the computer. For computers to be picked up, the form must have the last two columns completed.

In column 5, answer "yes" after Information Systems has either removed or erased the hard drive. In column 6, enter the name of the service tech who removed or erased the hard drive.

After the Information Systems service tech has removed or erased the hard drive, he will put a tag on the computer to indicate that the hard drive has been erased or removed. The Information Systems service tech will not pick up and deliver the equipment to the warehouse. That is the responsibility of maintenance personnel.

Maintenance personnel have been instructed NOT to pick up computers unless columns 5 and 6 are complete and the computer has the Information Systems tag attached to the computer.

After the form has been sent to either Physical Plant or the Property Manger, a work order will be entered to pick up the equipment. Physical Plant Maintenance personnel will pick up the surplus equipment and deliver it to the warehouse for the appropriate disposal to be determined by warehouse personnel.

Keep a copy of this form in your property records.

**MIDWESTERN STATE UNIVERSITY  
DECLARATION OF SURPLUS EQUIPMENT  
Equipment to be picked up and delivered to the warehouse for disposal**

**SECTION I - to be completed by the department or program requesting pick-up of SURPLUS EQUIPMENT:**

Equipment is to be picked up FROM the following department or program: \_\_\_\_\_

Equipment is located in building and room number: \_\_\_\_\_

Pick-up request is being made by (name and extension of person making request): \_\_\_\_\_

**IS THE EQUIPMENT ON YOUR PHYSICAL INVENTORY?**     Yes     No

**If the equipment is on inventory, the declaration must be approved by the Director, Dean, or Chair of the Department or Program requesting the pick-up of equipment. Please complete the following information:**

Printed Name and Title of Chair, Director, or Dean \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_ Extension Number \_\_\_\_\_ Fax Number \_\_\_\_\_

**If the equipment is NOT on inventory, please send this form to Physical Plant.**

**If the equipment IS ON inventory, please fax or campus mail this form to the Property Manager. The fax number is 4302. All surplus computer pick-up requests must be sent to the Property Manager.**

**If computers are being sent to surplus, it is state law that the hard drive must either be completely erased or removed. Maintenance personnel cannot pick up computers unless the hard drive has as been erased or removed and has been documented by an Information Systems service technician.**

The following is a detailed list of the surplus equipment to be picked up and delivered to the warehouse for disposal.

MSU Inventory Tag Number (or NONE)	Complete Description of Equipment to be Sent to Surplus (please include serial number and manufacturer name)	Please indicate the Condition of Equipment.		Has the PC hard drive been erased or removed?	The PC hard drive was erased or removed by:
		Working Good, Fair, Poor	Non-Working		

(Continue the listing on a separate sheet if necessary.)

**SECTION II - to be completed by delivery personnel**

The surplus equipment was delivered to the warehouse for appropriate disposal to be determined by warehouse personnel.

Delivered by \_\_\_\_\_ Delivery Date \_\_\_\_\_

Signature and date of warehouse personnel accepting delivery \_\_\_\_\_ Date \_\_\_\_\_

**INSTRUCTION TO DELIVERY PERSONNEL: Please leave a COPY of this form with warehouse personnel. If equipment is on inventory, send the Property Manager a copy of this page.**

**SECTION III - to be completed by warehouse personnel IF THE EQUIPMENT IS ON PHYSICAL INVENTORY**

*I hereby accept responsibility to exercise reasonable care to safeguard this equipment and will notify the Property Manager of the final disposition of the equipment.*

Printed Name and Title \_\_\_\_\_ Extension Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

WAREHOUSE PERSONNEL: Please fax this form to the Property Manger at fax number 4302 after this section is completed.

**SECTION IV - to be completed by the Property Manager if the equipment is on inventory**

The location records for this equipment were updated by the Property Manager.

Printed Name and Signature \_\_\_\_\_ Extension Number \_\_\_\_\_ Date \_\_\_\_\_

After the location records have been updated for equipment that is on inventory, the Property Manager will fax copies of the completed form to the department or program that requested pick-up and to the warehouse.

**IF YOU HAVE QUESTIONS CONCERNING HOW TO FILL OUT THIS FORM PLEASE CALL THE PROPERTY MANAGER AT EXTENSION 4104.**