

UNIVERSITY OF CALIFORNIA SANTA CRUZ  
SURPLUS REQUEST



Instructions:

S.R.# \_\_\_\_\_

- Fill in all fields.
- If you are submitting a request for a computer, please include the processor speed, hard drive size and RAM.
- If you are submitting a request for a printer, please include the model number and type of printer.

<b>CONTACT:</b>	<b>PHONE:</b>
<b>FROM:</b> (Unit Name)	<b>DATE:</b>

The following items are excess to the unit's needs:

Property No. (if applicable)	Description (For used computers include: processor speed, hard drive size and RAM.)	Suggested Selling Price	Condition: 1 - good 2 - fair 3 - nds. rpr.

Title vested in  UC     Outside agency

Credit Sale Proceeds to FOAPAL# \_\_\_\_\_

Special Instructions, comments on repairs needed, potential buyers, etc.: \_\_\_\_\_

All memory hardware on used computers have been wiped or removed according to UC policy.

\_\_\_\_\_  
Unit Head Signature

\_\_\_\_\_  
Extension

For Office Use Only

Disposition Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This equipment is deemed unsaleable. I have notified the unit head and sent an EIMR to Equipment Administration. \_\_\_\_\_