

OFFICE USE	
_____ APS _____	_____
_____ EHS _____	_____
_____ FM _____	_____
_____ DEPT _____	_____

Tracking Number: _____
 (Assigned by Purchasing Dept.)

Brown University Surplus Disposition Form

Types of Surplus:

Lab Equipment & Lab Appliances (e.g. centrifuge, spectrometer, etc.)
 Cost Center Needed:

Non-Lab Equipment & Appliances
 Cost Center Needed:

Furniture and Related Items with asset tag number only
 (value greater than \$5,000 with an asset tag number)

Computer & Related Equipment with asset tag number only
 (value greater than \$5,000 with an asset tag number)

Department

Box #

Contact Name

Phone #

Declared Surplus By
 (Print Name)

Date

Requirements:

Send completed forms to Brown University Purchasing Box 1845 or email it to surplus@brown.edu

- Spreadsheet indicating Asset Tracking Number, Description, Manufacturer, Serial Number, Surplus Reason, Donation or External Transfer, and Location is attached.
- Donations, transfers, or sales to external organizations require additional documentation and approvals. Please refer to <http://www.brown.edu/about/administration/policies/node/259>
- Lab equipment, lab appliances, and most scientific materials will be reviewed by Environmental Health & Safety (EHS) prior to approval. The material must not be moved until this approval is granted. Note: There may be additional costs associated with disposition of hazardous materials.
- This form including detailed item list on Page 2 must be completed. Incomplete forms will be returned to department contact.
- Page 2 must be authorized by the appropriate department manager.

Declaration and Disposition of Surplus Items

	Asset Tag Number	Description	Manufacturer	Required Serial #	Surplus Reason T=Trade-In E=Excess D=Donation or external transfer	Item Type •Lab Equipment •Non-Lab Equipment •Furniture •Computer	Building & Room #
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							

*Donations, transfers, or sales to external organizations require additional documentation and approvals. Please refer to the **Disposition of Brown University Surplus Property** web site for more information:

<http://www.brown.edu/about/administration/policies/node/259>

Note: Please designate receiving department and account number if internal transfer is planned.

The above mentioned items are approved for disposition:

Department Approval (signature)

Date

Title

Office Use Only:

Environmental Health & Safety Approval (EHS)	EHS Comments
Accounting Property Specialist (APS)	APS Comments
Purchasing Department Approval	Purchasing Comments

To be completed by Department and Facilities Management (FM):

Brown University and Federal Guidelines require a paper trail of equipment from purchase to disposal.
Complete a transfer of equipment from department to Facilities Management:

Date Service Requested	# of Pieces	Service Request Number	Department Signature
Date of Facilities Pick-Up	# of Pieces	Work Order Number	Facilities Personnel Signature
Facilities Supplier	# of Pieces	Reference Number	Authorized Signature

Notes:

Items picked up by Facilities Supplier will be properly disposed of or recycled as appropriate and certificate of disposal provided as required.