Edwardsville Campus End User Instructions
FORM – Surplus Property Pick-Up Form

Purpose: To document items to be sent to Surplus Property, to initiate pick-up of the property, and to remove property from the Unit’s inventory.

Access: Access the form via this link: https://www.siue.edu/its/ais/eforms/index.shtml

Instructions: Complete this form using the following instructions:

Departmental Information (Section 1): Provide basic information about the department involved in the transaction.

From Property Control Unit Title—Unit Number
Choose the appropriate Unit Name—Unit Number combination from the drop-down list.

Signature
After the form has been completed, the fiscal officer of the SIU unit listed on From: Property Control Unit Title should sign the form to indicate his/her approval.

By signing the form, the fiscal officer acknowledges that all institutional data and software, including operating software, have been removed from all hard disk drives, tape drives, etc, that are being transferred to Surplus Property.

Date
Enter the date the Fiscal Officer signed the form.

To Property Control Unit Title—Unit Number
This is automatically populated with the Surplus Property Unit Name and Number.

Signature
After the equipment has been brought to Surplus Property, the form should be signed by the fiscal officer of the Surplus Property Unit.

Date
Enter the date signed by the Surplus Property Fiscal Officer.

Equipment Information (Section 2): Provide basic information about the equipment which is to be picked up for Surplus Property.

Inventory Tag No.
Enter the tag number of the item of equipment item.
### Serial Number & Description of Items
Enter the serial number and a brief description of the equipment item.

### Acquisition Date
Enter the date (MM/DD/YY) that the equipment item was purchased.

### Inventory Value
Enter the historical cost of the equipment item.

### Current Bldg
Enter the 4-digit building number in which equipment item is currently located.

### Current Room
Enter the 5-digit room number in which equipment item is currently located.

### Code
Leave Blank. For Surplus Property use only.

### Special Notes:
- Departments cannot scrap items. Broken, obsolete, or surplus items must be transferred to Surplus Property.
- Items may be picked up anytime “Free of Charge”, but must have this form filled out.
- Submittal of this form will initiate pick-up of your surplus property as time permits.

### Routing:
Print the form, obtain the necessary signatures, and mail to: Property Control PO Box 1002.