Clear Form

Print Form

The University of Georgia

Surplus Equipment Transfer List
NON-Laboratory Equipment

The items listed below are ready to be transferred to the Surplus Warehouse.

UGA Decal #	Description	Serial Number	Quantity

Current location of items listed above: _____ building _____ room#

Individual releasing above listed items:

Printed Name: _____

Signature: _____

Date: _____

Department: _____

Phone Number: _____

E-Mail address: _____

Property Control Employee receiving above items:

Printed Name: _____

Signature: _____

Date Received: _____

Will the above items be delivered by your department to the Surplus Warehouse? Yes ☐ No ☐

Should you choose to have Physical Plant Support Services deliver the items for your department you must provide an account number for the labor charge:

Account Number: _____ Account Name: _____

Completed form must be faxed (706-542-4349) or mailed to the Unassigned Property Unit prior to delivery of items. Questions? Please call Mark Caldwell, Surplus Property Coordinator, at 706-542-6983; Christine Barrington, Warehouse Supervisor, 706-542-6976; or Penny Gheesling, Property Control Officer, 706-542-6988.