

**SURPLUS FORM (NON CPU / HARD DRIVE)**

Warehousing Control Number \_\_\_\_\_

Warehousing Work Order Number \_\_\_\_\_

- INSTRUCTIONS ( Refer to Fiscal Policy No. F10605 ):**
1. List all tagged and untagged items. All tagged items must be listed individually.
  2. Fax to Surplus Property at 865.974.4959.
  3. Retain a suspense copy of the form. Do not forward a copy to the Controller's Office, as Surplus Property personnel will accomplish this task.
  4. Reconcile the approved form to IRIS to ensure that items have been removed from inventory. Keep a filed copy for six years.

**Date:** \_\_\_\_\_  
**Contact Name:** \_\_\_\_\_  
**Contact Number:** \_\_\_\_\_  
**Email Address:** \_\_\_\_\_  
**Department:** \_\_\_\_\_  
**Location of Surplus Items:** \_\_\_\_\_  
**Account Number:** \_\_\_\_\_

**APPROVALS (REQUIRED)**

**Current Custodial Department**

Signature: \_\_\_\_\_ Print: \_\_\_\_\_ Date: \_\_\_\_\_

**Warehousing**

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

Description	Serial Number	UT Tag #	<b>FOR WAREHOUSE USE (Disposal Information and Documentation)</b>