



# Surplus Property Property Disposal Request Form

# PDR

**Instructions:** Please fill out each section of this form completely. If you have questions about this form or the process, contact Material Services at 307-766-2409.

### SECTION 1

Type of Disposition

Surplus Property

Transfer of Property (Provide Department)

Other (Provide Reason)

Additional Detail:

### SECTION 2

Department Name: \_\_\_\_\_

Department Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Are All Items Available for Pickup Immediately? Yes No

Date Available for Pickup: \_\_\_\_\_

### SECTION 3

The department certifies that all items listed below are clean of chemical, biological and radioactive material.

Surplus Property will sanitize hard drives to NIST.SP.800-88r1 specifications or destroyed based on condition.

I understand that Surplus Property will review requested disposal price. If requested disposal price is left blank, Surplus Property will determine market value/selling price. If it is determined it does not reflect the market they will work with department to establish the basis for the sale price.

### SECTION 4

Please enter as much information as possible about each item in the table below.  
*Grey areas are to be filled out by Surplus Property/Asset Management personnel only*

UW Tag #	Manufacturer	Model	Item Description (required)	Building Name	Room # / Location	Operational (Y/N)	Requested Disposal Price	Determined Market Value	Item Destination

### SECTION 5

I authorize the items listed to be released to Surplus Property for sale, transfer, or disposal in accordance with existing policies.

**Authorized signature must be from a Dean, Director, or Department Head.**

\_\_\_\_\_

Print Name

Authorized Signature

Date

Send This Form via UW Campus Mail, scanned into an email (property@uwyo.edu), or fax (307-766-6762) to UW Asset Management Office for approval. Pickup will be scheduled only after PDR approval.

### Asset Management / Surplus Property Use Only

Date Received: \_\_\_\_\_ By: \_\_\_\_\_

Date Processed: \_\_\_\_\_ By: \_\_\_\_\_

AM Updated: \_\_\_\_\_ By: \_\_\_\_\_

Sponsored Programs Approval: \_\_\_\_\_ By: \_\_\_\_\_

PDR to Material Services: \_\_\_\_\_ By: \_\_\_\_\_

PDR to RMMC / Asset Mgt. \_\_\_\_\_ By: \_\_\_\_\_

#### Notes: