

SURPLUS PROPERTY REPORT

Material Resource Services
 Dairy Road, PO Box 641101
 Pullman, WA 99164-1101
 (509) 335-4630

Place completed form in an envelope and attach the envelope to the item.
 See Business Policies and Procedures Manual 20.76 for complete instructions.

COLLEGE/AREA	DEPARTMENT	UNIT	MAIL CODE	ORG. NO.
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Indicate Ownership: WSU FEDERAL GOVERNMENT (Verify transfer with Sponsored Programs Services and attach federal release.) OTHER

Requested Action		
<input type="checkbox"/> Transfer to Surplus Stores		
<input type="checkbox"/> Place on consignment at Surplus Stores. Enter full account code, selling price, and original voucher number. See BPPM 20.76 for full instructions.	FUND/SFND/PROG/BUDGET/PROJ/SRC/SUBSRC	
	VOUCHER NUMBER	SELLING PRICE
<input type="checkbox"/> Trade In Obtain approval prior to purchase. See BPPM 70.12. Attach a copy of the Purchase Order.	NEW PURCHASE ORDER NUMBER	TRADE IN VALUE
<input type="checkbox"/> Other Provide attachment if necessary.	EXPLANATION	

Item Information (Enter only one inventory/serial number per form.)		
ITEM NAME, DESCRIPTION, SERIAL NUMBER (Must match online description.)	WSU INVENTORY NUMBER	FUNCTIONAL? (yes/no)

Inventory Disposition
<input type="checkbox"/> Item is not inventoried. (See 20.50.)
<input type="checkbox"/> Item was on departmental inventory, but has been deleted. (See 20.51.)
<input type="checkbox"/> Item is on University inventory. (See 20.50.) Surplus Stores will notify Property Inventory of disposal and the record will be updated.

Hazardous Materials, Refrigerators, and Freezers
<input type="checkbox"/> This item does not contain or include hazardous materials.
<input type="checkbox"/> This item does include hazardous materials. Attach an IRI for \$30 to dispose of nonfunctioning refrigerators or freezers. To dispose of other hazardous items, contact Surplus Stores or EH&S prior to surplusing to determine the best method.

Computer Data Destruction	
Prior to surplusing or disposing of computers, data storage devices, and media, the owning department is to destroy all software and data files or request that Surplus Stores provide this service. Any electronic destruction method must include at least a three-pass binary overwrite method. See BPPM 20.76 for approved destruction software. Alternately, a hole can be drilled through the hard drive platters. (Send destroyed drives to Surplus Stores for recycling.) The departmental equipment coordinator or other responsible official is to sign the following certification and indicate the data destruction method. NOTE: Simply reformatting the hard drive or removing and disposing of the hard drive is not adequate.	
<input type="checkbox"/> Software and data files have been overwritten/destroyed. (Enter the destruction method and the signature of the individual who destroyed the data.)	
DATA DESTRUCTION METHOD	DESTROYED BY SIGNATURE
<input type="checkbox"/> This is a request for Surplus Stores to destroy or overwrite the hard drive. An IRI for \$5.00 per unit included in the pickup is attached to pay for the cost of destruction.	

Departmental Approval			
EQUIPMENT COORDINATOR NAME	SIGNATURE	DATE	TELEPHONE

Place the completed form in an envelope and attach the envelope to the item.
 To request a pickup go to <http://www.surplus.wsu.edu/pickup> or telephone 335-4630.

Receipt by Surplus Stores	NAME	DATE
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