

Utah State University

Surplus Disposal Record

Surplus phone number: 435-797-2083

Equipment Management phone number: 435-797-1846



DEPARTMENT EQUIPMENT ADMINISTRATOR		PHONE	DEPARTMENT BUSINESS MANAGER		PHONE
LOCATION OF ASSETS (BUILDING AND ROOM)			DEPARTMENT CODE	UMC	INDEX FOR REVENUE
COMMENTS FOR PICK UP AND/OR DEPT CONTACT			EMPLOYEE RELEASING ASSETS FOR TRANSPORT		DATE
EMPLOYEE TRANSPORTING ASSETS TO SURPLUS		DATE	SURPLUS EMPLOYEE RECEIVING ASSETS		DATE

Email this form to surplus@lists.usu.edu and ems@usu.edu. All fields must be completed for verification. **PLEASE PRINT ALL NAMES**
Employee names must be legible. Print or make a digital copy for your department records and keep for 2 years.

QUANTITY	DESCRIPTION/DETAIL	CONDITION	BARCODE	EXPORT CONTROL	FEDERAL
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Export controls are U.S. laws and regulations that regulate and restrict the release of critical technologies, information, and services to foreign nationals, within and outside of the United States, and foreign countries for reasons of foreign policy and national security. Please reference <https://research.usu.edu/compliance/export/> if your asset is Export Controlled.