

# SURPLUS PROPERTY REMOVAL REQUEST

Lander University

Procurement Services: 204 W. Henrietta Ave. Greenwood, SC

- Complete this form and email a copy to Austin Gregory ([agregory@lander.edu](mailto:agregory@lander.edu)).
- Attach a copy to the property being sent to surplus.
- Procurement Services will complete the work order.
- **\*\*Surplus is not storage.\*\*** Property may be claimed by another LU department, claimed by State Surplus, sold at auction, or sent to the trash.

## Surplus Property

Description:	
Asset Tag #:	
Serial #:	Quantity:
Reason for Surplus:	
Condition: <input type="checkbox"/> Poor <input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent	

## Location

Building:	Room #:
Department:	Date:
Contact Name:	Phone:
Email:	

## FOR PROCUREMENT SERVICES USE ONLY

Form Received:	Property Received:
Removal Work Order #:	
<b>Transfer to Another LU Department</b>	
Name:	Date:
Department:	Transfer Work Order #:
<b>State Surplus Screening</b>	
TID:	
<input type="checkbox"/> Claimed <input type="checkbox"/> Junk <input type="checkbox"/> State On-Site Sale <input type="checkbox"/> Hold	