UNIVERSITY OF WYOMING

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: