

EASTERN MICHIGAN UNIVERSITY

Request for Redistribution or Recycling Surplus Technology and Equipment

Instructions: This form must be completed and submitted by email before a pick up can be scheduled. It is critical that you find and list any EMU Asset Tags on your items. Departments' relinquish ownership rights to equipment after transfer to surplus. *Condition= Good, Fair, Poor, for disposal only, supported, or unsupported. When complete, make sure to email this form to the name listed: ssiller@emich.edu kstephe6@emich.edu

Line	Item	Manufacturer	Model Number	Serial Number	Condition	Emu Asset Tag
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						

Department Name:
 Contact Name and Phone no:
 Location of items to pick up:
 Department Approval:
 Surplus Computer Removal:

For Department Use Only

Scheduled Pickup:
 Surplus Destination:
 Initials: