

# EASTERN MICHIGAN UNIVERSITY

## Request for Redistribution or Recycling Property Surplus or Disposals

**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 property after transferring to surplus. \*Condition= Good, Fair, Poor, for disposal only, supported, or unsupported.  
Email this form to both: Central Receiving and Kerri Stephenson in General Accounting.  
(purchasing\_logistics@emich.edu) and ( 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: