



DECLARATION OF *USABLE* SURPLUS PROPERTY

Print, complete, and return to:

UMASS Lowell Property Office - Use Interoffice mail: Property Office / Wannalancit 425P or **FAX: 3004**
(Dept. Head/Dean/Director must sign this form)

Requestor's Name: _____ Department Name: _____

Requestor's Phone: _____

***Tags: use any of the following 1) Yellow CTag 2) Blue NTag 3) Red RTag**
Do not remove inventory tags unless instructed by Property office staff

Grey boxes for Inventory Use Only

*Tag Number (if available)	Item Description	Model Number	Serial Number	Mfg.	Item Location	Cost	Disp.

I affirm that I have removed all data and files from any computer being declared as Surplus Property.

Dept. Head/Dean/Director (print) Date

Dept. Head/Dean/Director (signature) Date

Requestor Signature Date