



# DECLARATION OF **UNUSABLE/OBSOLETE** SURPLUS PROPERTY

UML recycles obsolete computers, monitors, mainframe systems, other various office equipment.

Print, complete and return to:

UMASS Lowell Property Office - Use Interoffice mail: Property Office / Wannalancit 415 or

**FAX:45070 (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 4) Green GTag**

**Grey boxes for Inventory Use Only**

**Do not remove inventory tags unless instructed by Property Office staff**

**Please inform us if you need these assets picked up and brought to recycling. Circle -Yes / No  
If No, how will assets be disposed?**

*Tag Number (if available)	Item Description	Model Number	Serial Number	Mfg.	Item Location	Disp.
<b>Explain reason for disposal?</b>						
<b>Explain reason for disposal?</b>						
<b>Explain reason for disposal?</b>						

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

\_\_\_\_\_  
Dept. Head/Dean/Director                      Date  
(signature)

\_\_\_\_\_  
Requestor    Date  
(signature)

\_\_\_\_\_  
Director of Purchasing                          Date