Terrapin Trader Surplus Property Release

Terrapin Trader Number _____ Page _____ of _____

Dept Name (Do Not Abbreviate) _____ Contact Person (Inventory Coordinator) _____

Dept Inventory Code _____ Building & Room _____

KFS # to Credit any Proceeds _____ Phone _____

Items on Inventory must be listed separately. Other items may be listed separately or grouped if like items (ex. *5* chairs). *Please type or print.*

	Univ Asset Tag if on Inventory	Mfg. Serial No.	Description (item, Manufacturer, Model, Est. Current Value if Known, etc.)	Approx Age	Does It Work? (Y/N)	FOR USE BY TERRAPIN TRADER ONLY Disposition	Date of Sale	Sales Amount

I authorize the above items to be released to Terrapin Trader for disposal or resale in accordance with the existing policy and procedures.

Department Head Name _____ Phone _____ Date _____

Department Head Signature _____ Picked up by _____ Date _____

Please Note:
The Terrapin Trader requires the removal of all data on computers or electronic storage devices* prior to surplusing. The Sensitive Equipment Cleaning Form (SECF) is required to accompany all sensitive equipment that contains personal or University information & software.

Terrapin Trader Surplus Property Surplus Property Cleaning Certification Form
This form must be completed and accompany all laboratory equipment and any equipment that may have contained or used with dangerous or hazardous material.

Instructions

1. Complete form and obtain department head signature & then...
2. Call **301-405-5267** to arrange for pick-up/drop off of surplus property...
   You will receive a Terrapin Trader Number specific to your pickup, place this number on all forms related to this pickup.
   Then fax a copy to 301-314-7947or 301-314-9255.
3. Have driver sign the original form when the pick-up is made
4. Make a copy for your file; give original form to driver