



SLCC Surplus Property Form

2675 South 900 West, Salt Lake City, UT 84119
(801) 957-2203 FAX: (801) 957-2206

Work Order Number:

Department: _____
 Division: _____
 Building & Room No. _____
 Contact Person: _____
 Contact Phone: _____
 Best Time For Pickup (Date/Time): _____

Date: _____
 Org. Index Code: _____
 Budget Manager: _____
 Budget Manager S#: _____
 Budget Manager Signature _____

Department Information							Purchasing Services to Complete	
Line	SLCC ASSET #	Item Description (Make,Model, Brand,Color,Type)	MANUFACTURER SERIAL NUMBER	Condition (E,G,F,P,U)	Trade In Value	Location (Bldg Rm#)	Date Picked Up	Picked up by (Signed)
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								

Ensure all power cords, cable, software, etc., are included with item(s) for Surplus

Check box if Federal Asset Item has been cleared with SLCC Federal Grants Office. Contact Natalie Grange @ (801) 957-4676