



SLCC Surplus Transfer Form

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

Work Order Number:

TO BE FILLED OUT BY SURPLUS PERSONNEL ONLY

Transferring from Surplus x2203

Contact Person in Surplus: _____

Individual Sending Signature _____

Surplus Manager Signature _____

To: Date: _____ Division: _____

Department: _____

Building & Room No: _____

Contact Person: _____ Ext: _____

Org. Index Code: _____

Budget Manager and S#: _____

Budget Manager Signature: _____

Department Information						
Line	Qty:	Item Description (Make, Model, Brand, Color, Type)	MANUFACTURER SERIAL NUMBER	Asset Number	Location to be Delivered	Delivered 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

Once completed, print and send via e-mail to Surplus.