



## SLCC SURPLUS Property Form

2675 South 900 W, Salt Lake City, UT 84119  
(801) 957-2203

**Work Order:**

\_\_\_\_\_

Department: \_\_\_\_\_  
 Division: \_\_\_\_\_  
 Building & Room Number: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Ext: \_\_\_\_\_  
 Best Time for Pickup (date/time): \_\_\_\_\_

Date: \_\_\_\_\_  
 Org. Index Code: \_\_\_\_\_  
 Budget Manager & S#: \_\_\_\_\_  
 Budget Manager Signature: \_\_\_\_\_

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

Line	SLCC Asset #	Item Description (make, model, brand, 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								

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

Once completed, send as an attachment via email to [Surplus@slcc.edu](mailto:Surplus@slcc.edu) or [Fixit@slcc.edu](mailto:Fixit@slcc.edu)

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