



# SLCC SURPLUS Transfer Form

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

**Work Order:**

\_\_\_\_\_

**FROM**

**To be filled out by Surplus personnel ONLY**

Transferring from Surplus x2203

Contact Person in Surplus: \_\_\_\_\_

Individual Sending Signature: \_\_\_\_\_

Surplus Manager Signature: \_\_\_\_\_

**TO**

Date: \_\_\_\_\_ Div.: \_\_\_\_\_

Department: \_\_\_\_\_

Building & Room Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Ext: \_\_\_\_\_

Org. Index Code: \_\_\_\_\_

Budget Manager & S#: \_\_\_\_\_

Budget manager Signature: \_\_\_\_\_

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

Line	QTY	Item Description (make, model, brand, 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						

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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