



University  
of Windsor

### SURPLUS MATERIAL DISPOSAL FORM

Department and Program/Project: \_\_\_\_\_

Date (YYYY-MM-DD): \_\_\_\_\_ Completed By: \_\_\_\_\_

**PLEASE FILL IN THE FOLLOWING INFORMATION, WITH AS MUCH DETAIL AS POSSIBLE**

Type of material/machine/equipment: \_\_\_\_\_ Qty: \_\_\_\_\_

Manufacturers Name: \_\_\_\_\_

Model #: \_\_\_\_\_ Serial #: \_\_\_\_\_ U of W TAG#: \_\_\_\_\_

**General Description and use of Equipment:** If multiple items are being disposed, please attach a detailed list (Motor Data, Voltage, Cycle, Phase, RPM; accessories, Spare Parts, etc.)

Was Equipment under warranty of a Service Contract?    Yes    No    If yes, with whom?

General Assessment of Condition:    Poor    Fair    Good    Excellent

Any broken or missing parts? \_\_\_\_\_ Rough estimate of repair cost if worth repairing: \_\_\_\_\_

Reason for declaration as surplus: \_\_\_\_\_

Present location of material - Bldg: \_\_\_\_\_ Room #: \_\_\_\_\_

How soon must the material be removed? \_\_\_\_\_ Est. total weight: \_\_\_\_\_

Estimated market value: \_\_\_\_\_

**THE FOLLOWING INFORMATION SHOULD BE INCLUDED, IF AVAILABLE**

Company originally purchased from:

Date of purchase: \_\_\_\_\_ P.O. # issued: \_\_\_\_\_

Value at time of purchase: \_\_\_\_\_ Current depreciated value: \_\_\_\_\_

Lowest bid acceptable for sale: \_\_\_\_\_ Account number to be credited: \_\_\_\_\_

Your typed name below indicates your approval of the form and confirms that all information is accurate.

Disposal authorized by: (Department Head or Grantee) \_\_\_\_\_

Date: \_\_\_\_\_

**TO BE FILLED IN BY PURCHASING SERVICES**

**Recommendation: Check one and add any additional information necessary**

Inter University Transfer     Outright Sale     Scrap     Other

\_\_\_\_\_

**Explain :**

\_\_\_\_\_  
\_\_\_\_\_

**Disposal File #:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Total price:** \_\_\_\_\_

**Cost relating to disposal:** \_\_\_\_\_ **Sales taxes paid:** \_\_\_\_\_

**Amount recovered from transaction:** \_\_\_\_\_ **Account credited:** \_\_\_\_\_