REQUEST TO PUT EQUIPMENT / ITEMS UP FOR BID (SURPLUS)

Requestor:_____

Department:_____

Date of Request:_____

Approved:_____
Dean or Vice President

RETURN FORM TO TODD MURPHREY

Invent. No.	Item Description	Brand Name	Model Name	Condition	Location for Pickup	Reason

* If items are being used by more than one department, the additional signature of the applicable Dean or Vice-President is needed.