

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

Requestor: \_\_\_\_\_

Approved: \_\_\_\_\_

Dean or Vice President

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

Date of Request: \_\_\_\_\_

**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.