

SUNY The College at Brockport

Property Transfer/Surplus Form

Please print, complete, and submit to Payment & Procurement

Please use this form for any state owned equipment being transferred or surplus.

Please contact Dave Comden, Facilities and Planning to schedule removal of non-IT equipment.

Please place a Help Desk ticket (x5151) to transfer or surplus IT related equipment (computers, laptops, printers, etc.).

Name: _____

Department: _____

Date: _____

Phone Ext.: _____

Property Control Number	Item Description	Make	Model	Serial Number	Condition (Good, Fair, Poor, Obsolete)

Reason for Request: (check the box that applies)

Transfer to another user on campus: (include department, building and room #) _____

Surplus (indicate why you need to dispose of this item): _____

Transferring Chair/Director Approval: _____ Date: _____

Signature of Department Representative

Completion Date of Transfer or Surplus: _____ Date: _____

Signature of Facilities and Planning Representative

Please retain a copy for your records, provide a copy to Facilities and Planning or IT

And return this completed form to:

Procurement and Payment Services, Allen Building, Room 508

If you have any questions or concerns, please contact the Property Control Coordinator at ext. 5148