

**EAST STROUDSBURG UNIVERSITY
SURPLUS PROPERTY DECLARATION FORM**

Dt. Received by Dtr. Procurement:

Date Received by Business Office

Date:

This form is to be completed by the department that wishes to declare any item(s) surplus property. **All sections shaded in gray should be completed by the originating department with as much detail as possible.** The decision for declaring item(s) surplus must be made by the chair, dean or director with purchasing authority for the said item(s). The form should be typed and forwarded to the Director of Procurement and Contracting together with photographs/additional literature as applicable by campus mail. Once a determination has been made, the requesting department may need to allow interested parties to view the item(s) or furnish additional details requested. All arrangements for moving the item(s) will be the responsibility of the receiver which must be done in consultation and coordination with the coordinating department. This form should be used for any item(s) which is tagged as an asset, is a piece of furniture or has substantial (original) net worth.

(To be completed by the Originating Department)

Name of Department:

Individual Originating Request:

Designation/Position:

Item Description:

Current Location:

Building:

Room or Location:

Signature of Dept. Chair/Dean/Director:

Signature

(To be completed by Director of Procurement & Contracting)

Campus-wide Notification

☐

Date

Item Transferred

Yes

☐

No

☐

If Transferred - Receiving Dept:

PASSHE Notification:

☐

Date

Item Transferred

Yes

☐

No

☐

If Transferred - Receiving Univ.

Cannibalization Authorized:

Yes

☐

No

☐

Traded-In

☐

PO

Donation Recommended

Yes

☐

No

☐

Tranfered to:

Auctioned

Yes

☐

No

☐

Amount Received:

Sealed Bid Sale

Yes

☐

No

☐

Amount Received:

Declared Scrap

Yes

☐

No

☐

Facilities Dpt. Notified Date:

Approved By VP-FA (signature)

Signature

Date

Dtr. Procurement & Contracting (signature)

Signature

Date

Fixed Asset Accountant (signature)

Signature

Date

East Stroudsburg University
Surplus Property Declaration Form

The following item(s) of surplus property is available to your dept/institution free of charge. The removal and transportation of the item(s) will be the responsibility of the dept/institution that accepts it. The item(s) will be awarded on a first come first served basis. Interested departments or institutions may express their interest in the item(s) by sending an email to mcrapp@esu.edu or by calling the Director of Procurement and Contracting at 570-422-3595 no later than 5 days from the date of receipt of this notification. Arrangements may be made to inspect the item(s) by contacting the department listed as the Originating Department.

Originating Department:

Contact Person:

Contact Email: Tel:

Item(s) description:

Condition: New ☐ Good ☐ Fair ☐ Needs repairs ☐ Junk ☐

Make: Model Serial#

ESU Tag or Asset Control # Original Cost if known

Current Mileage or Running Hour Logged:

Estimated Current Value :

If needing repairs or parts, is the originating department aware of the availability of such parts or a qualified repair service Yes ☐ No ☐

Item is currently located at Building:

Room/Location:

Photograph and or literature attached: Yes ☐ No ☐

Can additional information be provided about the item(s) to the department/institution that may have interest in the item(s) Yes ☐ No ☐

Any Additional Comment

Please print the completed form and forward to the Director of Procurement & Contracting by campus mail