

Instructions for completing the Property Activity Request Form

<http://www.washington.edu/admin/eio/dispose/>

- **Date Requested (Mo., Dy., Yr.)** – Enter date form is prepared.
- **Contact Person** – Enter name of person to whom questions may be directed (internal controls, can not be the same person approving the disposal).
- **Campus Phone** – Enter telephone of contact person.
- **Department Name** – Enter department name.
- **Box Number** – Enter box number of department, (35 - - -).
- **Location (Bldg. & Rm. No.)** – Enter the current location of the item(s).
- **Inventory Tag Number** – Enter the Inventory Tag Number, if applicable (N/A if not applicable). All inventoried equipment, except for "No Tag" items should have a tag number affixed.
- **Description of Each Item** – Enter description of item(s). If item has been cannibalized, note this and indicate what was removed.
- **Serial No.** – Enter serial number of item(s), if applicable.
- **New Location (Bldg. & Rm. #)** – When applicable enter the new location of the item(s).

Section A. – Transferring usable property... – Check this when transferring property between departments, budgets and/or to and from campus locations (must also complete Location and New Location boxes). Loaned property (give name, address and period of loan).

- **Name of New Custodian, Receiving Department's Name** – Enter name of new custodian, receiving department and mailing address.
- **Accountable Budget No.** – Enter budget number for which these items will be accountable (used only to transfer accountability – **no charge to budget**).
- **Contact Person** – Enter name of person receiving item(s) to whom questions may be directed.
- **Phone** – Enter telephone number of contact person.

Section B. – Disposing of surplus property... – Check this when disposing of surplus property that is tagged with a numbered silver, white, or purple tag.

- **Surplus ID Number** - Enter surplus ID number; this number can be found on Surplus Property Request Confirmation or Surplus Property Confirmation email.
- **Budget No. and Name to Credit Property Sale** – Enter budget number and name to be credited; credits will be made if a single piece of property sells for more than the processing fee retained by Surplus Property.
- **Campus Phone** – Enter telephone number of department surplus the item(s).
- **Minimum Sale Price** – Leave blank unless the property has a substantial value.

Section C. – Deleting Property – Check appropriate box when deleting property (lost, stolen, trade-in, cannibalized, return to vendor for credit, or return to vendor--no credit).

Section D. – Transferring usable property to... – Check this when transferring usable property to an off-campus location.

- **GRANT/CONTRACT TITLE** – Enter Grant or Contract Title and its budget number (use additional sheet if necessary).
- **REQUESTER IDENTIFICATION** – Enter name, sign and date as requested.
- **CONCURRENCES** – Enter name, sign and date as requested.
- **RECEIVING INSTITUTION'S NAME AND ADDRESS** – Enter as requested.

Property & Transport Services Representative (Type or Print) – Enter name, sign and date as required.

DEPARTMENTAL AUTHORIZATION – Enter name of the person authorized to request this action, sign and date as requested (Chairman, Director or their representative for business matters/Administrator or above).

Note: Property transfers within the UW Medical Center require separate handling. Contact UW Medical Center Materials Management, Manager of Program Operations (Box 356018, 548-6016).