

IOWA STATE UNIVERSITY

Excess Property Disposal Form

Send form to: ISU Surplus
 195 General Services Building
 Phone: 515/294-7300
 Fax: 515/294-6394

Date: _____

Releasing Department: _____ Departmental Agent: _____
(Signature)

Contact Person: _____ Contact Person Location: _____

Times UNAVAILABLE for pick up (if any): _____ Phone: _____

Software on a computer has a legal license Yes No
 Files have been purged Yes No

**INTERNAL USE ONLY
DO NOT WRITE**

| ISU # | Item Description | Item Location | Picked Up | To Whse | Review |
|-------|------------------|---------------|-----------|---------|--------|
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Date item(s) picked up: _____ Contact Person: _____
(Signature)

Comments: _____

Departments are responsible for retaining a copy of this paperwork for their own records.

Equipment Acquired with Federal Funds

Special regulations may apply to disposal of equipment acquired with federal funds. Contact Sponsored Programs Accounting for specific sponsor regulations that may apply to your federally funded equipment.

Departmental Agent: _____
 (Signature)

**INTERNAL USE ONLY
 DO NOT WRITE**

| ISU # | Item Description | Item Location | INTERNAL USE ONLY DO NOT WRITE | | |
|-------|------------------|---------------|-----------------------------------|---------|--------|
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Date item(s) picked up: _____ Contact Person: _____
 (Signature)