



**The University of Georgia**  
**Surplus Equipment Transfer List**  
**for Computer Equipment**

**Printed Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**The items listed below are ready to be transferred to the Surplus Warehouse.**

UGA Decal #	Description	Serial Number	Quantity
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Current location of items listed above: \_\_\_\_\_ building \_\_\_\_\_ room#

**Individual releasing above listed items:**

**Property Control Employee receiving above items:**

Printed Name: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date Received: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

E-Mail address: \_\_\_\_\_

Will the above items be delivered by your department to the Surplus Warehouse? Yes No

Should you choose to have Physical Plant Support Services deliver the items for your department you must provide an account number for the labor charge:

Account Number: \_\_\_\_\_ Account Name: \_\_\_\_\_

Completed form must be faxed (706-542-4349) or mailed to the Unassigned Property Unit prior to delivery of items. Questions? Please call Mark Caldwell, Surplus Property Coordinator, at 706-542-6983; Christine Barrington, Warehouse Supervisor, 706-542-6976; or Penny Gheesling, Property Control Officer, 706-542-6988.