



**Asset Management**  
*Finance & Administration*  
**UNIVERSITY OF GEORGIA**

**Surplus Equipment Transfer List**

**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#

**\*\*This section is for lab equipment only:**  
**The equipment transferring to surplus has been inspected and is free of radioactive, chemical, and/or biological hazards.**  
 (Signature required by PI or Department Head.) The Office of Research Compliance (706-542-5288) can assist with questions.  
 Departments are responsible for cleaning equipment if exposed to hazardous materials.

PI/Department Head (Name): \_\_\_\_\_ Signature \_\_\_\_\_

**Individual releasing above listed items:**

**Asset Management Employee signature:** (Signature indicates receipt of a delivery, not verification of individual items received.)

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

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

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

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

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

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

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

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

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

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

Should you choose to have FMD Support Service deliver the items for your department you must provide an account for the labor charge:

Chart String: \_\_\_\_\_

Questions? Email surplus@uga.edu or call Mark Caldwell, Surplus Property Manager, at 706-542-6983; Adam Stewart, Warehouse Supervisor, 706-542-6976. Questions regarding hazardous materials and Office of Research Compliance can be directed to 706-542-5288 or by emailing Esequiel Barrera at ebarr@uga.edu.