

## CAPITAL INVENTORY SURPLUS RELEASE FORM & WORK ORDER

NOTE: Capital inventory items appear on your annual equipment inventory list and may have a red ID tag #. When these items were purchased, their book price was over \$5,000 for each individual item.

Please fill out the following areas marked (\*) on form, save a copy electronically print the document, and then obtain signature for release. Email surplus@ysu.edu to schedule a pick-up and hold the form(s) in your office until the surplus items are removed, giving the completed form to the YSU Staff removing the item(s). Please leave tag on item(s)

*DATE*  *LIST EACH ITEM, TAG NUMBER, & DESCRIPTION OF ITEM (If necessary, attach a Second Pagfor more Equipment)	
*LOCATION (BLDG./ROOM#)	
*REASON SENDING TO SURPLUS (circ	cle one) OBSOLETE BROKEN
*SIGNATURE AUTHORITY TO RELEA	ASE: Printed Name
	Signature
FOR	R INTERNAL USE ONLY:
ACCEPTED BY: Printed Name	Signature
MOVED TO:	
Surplus is released externally only when it	t is unable to be reused at Youngstown State University.
`	Donated Recycled Other
RELEASED BY: Printed Name	Signature
ACCEPTED BY: Printed Name	Signature
Name of Business, Schoo Date	ol, or Charitable Organization
Original form and copies of (C.O.D) and c	check if applicable to: Controller's Office  check if applicable to: 1) Dept. of Recycling & re:CREATE

2) Department giving the surplus item