

Surplus Property Pickup Form

UNMC and UNO only

Surplus Property Pickup Form Available Actions:

General Information ?	Pickup Information ?	Additional Information ?									
<p>Instructions for use of this form:</p> <ul style="list-style-type: none"> This form will be routed to the department that handles surplus property and may require departmental approval. Items may be added to your cart repetitively by selecting "add to cart" from the drop down box in the upper right corner of this form. This form will not create a purchase order. <p>Please note that fields in bold are required.</p>	<p>Requested Pickup Date <input type="text"/> 1</p> <p>Department Name <input type="text"/></p> <p>Exact Pickup Point 2 <input type="text"/></p> <p>Surplus Type 3</p> <p><input type="radio"/> Surplus Pickup A - Capital items valued at \$5,000 & above (5,000.00)</p> <p><input type="radio"/> Surplus Pickup B - All other non-capital items (0.01)</p>	<p>Use the "add attachment..." link below to include additional information or enter Other Instructions below.</p> <p>Other Instructions <input type="text"/> 4</p> <p>240 characters remaining expand clear</p> <p>Internal Attachments</p> <p>add attachment... 5</p>									
<p align="center">Item Information ?</p> <table border="1"> <thead> <tr> <th>Quantity</th> <th>Product Description</th> <th>University Tag Number</th> </tr> </thead> <tbody> <tr> <td><input type="text"/> 6</td> <td><input type="text"/> 7</td> <td><input type="text"/></td> </tr> <tr> <td colspan="2">100 characters remaining expand clear</td> <td></td> </tr> </tbody> </table>			Quantity	Product Description	University Tag Number	<input type="text"/> 6	<input type="text"/> 7	<input type="text"/>	100 characters remaining expand clear		
Quantity	Product Description	University Tag Number									
<input type="text"/> 6	<input type="text"/> 7	<input type="text"/>									
100 characters remaining expand clear											
		Total 0.00									

Instructions

1. Enter a request date you would like to have items picked up. Once your request is received, you will be contacted via email to confirm a date/time for pickup.
2. Provide a detailed location description of where the items will be available for pickup.
3. Select surplus type. Capital items are items \$5000 and above and should have a tag # attached.
4. Enter additional information or requests here.
5. You may attach information if needed.
6. Enter items individually and not as a combined list.
7. Add tag # for capital items.