



The University of Georgia
Surplus Equipment Transfer List

I certify that any lab items listed below are free of radioactive, chemical, and/or biological hazards.

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), emailed (surplus@uga.edu), or mailed to the Unassigned Property Unit prior to delivery of items. Questions? please call Mark Caldwell, Surplus Property Coordinator, at 706-542-6983; Adam Stewart, Warehouse Supervisor, 706-542-6976; or Penny Gheesling, Property Control Officer, 706-542-6988.