



# 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 cleaned and inspected and is free of radioactive, chemical and/or biological materials (Signature required by PI AND Department Head). The Office of Research Integrity & Safety (706-542-5288) can assist with questions. Departments are responsible for cleaning and decontaminating all equipment. If your lab equipment has not been properly cleaned and/or decontaminated, your pickup will be rescheduled to the bottom of the list and you may be charged by FMD Support Services for subsequent visits.**

PI (Name): \_\_\_\_\_ Signature \_\_\_\_\_

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

### Individual releasing above listed items:

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

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

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

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

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

Email Address: \_\_\_\_\_

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

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

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

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

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 706-542-6983. Questions regarding hazardous materials can be directed to the Office of Research Integrity & Safety at 706-542-5288 or by emailing Esequiel Barrera at ebarr@uga.edu.