



USE CODE BELOW TO DESIGNATE REASON FOR SURPLUS:

- Code 1: Surplus: Excess-functional and available for reuse.
- Code 2: Surplus: Obsolete-technologically out of date. In working order, has been replaced.
- Code 3: Disposal/Scrap: Broken, unable to repair (give description in column marked "Remarks")
- Code 4: Other (give description in column marked "Remarks"). Describe any special needs required to operate or move equipment.

WSU Property Management
6050 Cass Ave. Rm 238
Detroit, Michigan 48202
(313) 577-3698
(313) 577-9639 FAX

Wayne State University
Declaration of Surplus Equipment

#	Tag #	Description	Purchase	Make	Reason		Remarks
			Order #		Room	Code	
1							
2							
3							
4							
5							
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20							

NAME: _____
 DEPT: _____
 BUILDING ADDRESS: _____
 PHONE: _____

Signature Approval of Departmental Chairperson, Dean, Director
 or Other Authorized Official must be obtained prior to processing.

 Signature Date