



Property Management  
 5700 Cass Ave., Suite 4602  
 Detroit, Michigan 48202  
 (313) 577-3698 FAX (313) 577-2535

**Instructions:**

1. Fill out form completely and email or fax to the Property Management, attention: Denise Nault at dnault@wayne.edu or (313) 577-2535 (FAX)
2. Property Management will review your Declaration of Surplus request. The approved request will be returned. Once approved, surplus can be disposed.

**Declaration of Surplus**

	Tag #	Description	Make/Model	Reason for Disposal	Disposal Method
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

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

Building Address: \_\_\_\_\_

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

\_\_\_\_\_  
 Signature Date

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

**FOR PROPERTY MANAGEMENT USE ONLY**

Surplus Approved for Disposal by:

\_\_\_\_\_  
 Property Management Representative Date