



Property Management
 5700 Cass Ave., Suite 4602
 Detroit, Michigan 48202
 (313) 577-3698 FAX (313) 577-2535
<https://fisops.wayne.edu/accounting/property>

Instructions:

1. Fill out form completely and email or fax to the Property Management, attention: Bobby Smith at ae5056@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					

No hazardous substances present in the above instrument(s).

I hereby certify above mentioned instrument(s) have been decontaminated / decommissioned from Hazardous Substances (Radioactive / Chemical / Biological) present.
Please attach additional information, if needed.

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