

Equipment Turned In For Surplus

Date: _____

Description: _____

Serial Number: _____

Model Number: _____

UofA Property Tag: _____

Government ID: _____

Is the equipment is working condition? Yes / No
or Unknown

Was the hard drive removed from the unit? Yes / No
or Not Applicable

Person responsible for unit return: _____

For business office use only

Checked in by: _____