

# The University of Akron - Surplus Property **RELEASE** Form

**DEPARTMENT MUST FILL OUT ALL FIELDS BELOW.  
ALL INCOMPLETE FORMS WILL BE RETURNED.**

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

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

**Cost Center Number:** \_\_\_\_\_

**Dept. Contact:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Department's Head/Dean  
Name (Printed):** \_\_\_\_\_

**Department's Head/Dean  
Signature:** \_\_\_\_\_

Central Stores use only	
<b>SPR #</b>	_____
Received on:	_____
Delivered by:	_____
Date:	_____
Notes:	

Additional Comments: \_\_\_\_\_

**Submit completed form to Surplus Property: Mail +0703, Fax - x5294, surplus@uakron.edu.**

Note 1: Any items with an original cost of \$5,000 and above are considered Capital Assets and must have all fields filled in. If any information is unknown, contact Property Accounting at x7202.

Note 2: All property surplused will be picked-up by Special Services as their schedule permits at no cost to the department. Please contact Special Services at 330-972-6019 for inquiries or to discuss any special arrangements.

QTY	Item Description	Serial # (If applicable)	UA Tag # (If applicable)	Condition (See below)	Building	Room	Notes

**Condition Codes**

- |                               |                                  |  |
|-------------------------------|----------------------------------|--|
| <b>A1</b> Excellent Condition | <b>A3</b> Fair Condition         | <b>A5</b> Major Repairs Required                     |
| <b>A2</b> Good Condition      | <b>A4</b> Minor Repairs Required | <b>S</b> Scrap - Beyond Repair - Obsolete - Unusable |