



SURPLUS TAG

See this website
for more information:
www.mnsu.edu/facilities/facservices/surplus.html

**Do not leave surplus items in hallways or put them in dumpsters.
Secure all items until either IT Services or Delivery Services can pick them up.**

Affix this surplus tag form to the item to be picked up. Contact either IT Services Help Desk (507-389-6654) for computer and related storage device; or Delivery Services (www.mnsu.edu/facilities/deliveries/) for used equipment and furniture. **Items will not be moved unless this surplus tag is attached.**

Short description of item to be surplusd: _____

Serial # _____ State Asset # (if available) _____

Manufacture's model # or ID description: _____

General condition (check one) _____ Poor _____ Fair _____ Good

What has this been used for in the past? _____

Department _____

Department Representative (Contact) _____

Date _____

A member of the Minnesota State Colleges and Universities System and an Affirmative Action/Equal Opportunity University.
This document is available in alternative format to individuals with disabilities by calling the Department of University Stores at 507-389-1478 (V), 800-627-3529 or 711 (MRS/TTY).

Keep a copy for your records.