



Peter's Exchange

(UCI Surplus Sales)

SURPLUS PICK-UP REQUEST

Department:

Date:

Account # to be credited with proceeds:
(Will be linked with fund 68311)

Requested by:

Phone:

Approval Signature: _____

Print Name:

Contact:

E-mail:

Phone:

| UCI Property # (if available) | Description: Manufacturer, Model, SN | Location: Building/Room | Working? Y/N | EH&S OK to Move? or Data Wipe? Y/N |
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- Free pick up of many items, working or not. We will contact you with more information.
- All hard drives must be wiped clean of software and data. For more information visit NACS at: <http://www.nacs.uci.edu/security/data-removal.html>
- To obtain information on EH&S approval for moving laboratory equipment visit EH&S at: <http://www.ehs.uci.edu/programs/labres/labresfaq.html>
- Be sure to contact your department inventory coordinator regarding EQS system inventory updates, using EIMR form.

Phone: 949-824-6111, 6447, 6519, 6100
 Fax this form to 949-824-4115, or e-mail
Helen.wessel@uci.edu, cljohnso@uci.edu, wshore@uci.edu