



## Surplus of Snow College Property Form

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

Division: \_\_\_\_\_

Building & Room No. \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

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

Best Time for Pickup (Date/Time): \_\_\_\_\_

Department Head Signature: \_\_\_\_\_

Asking Price: (1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_

(4) \_\_\_\_\_ (5) \_\_\_\_\_ (6) \_\_\_\_\_

(7) \_\_\_\_\_ (8) \_\_\_\_\_

Cost Code: \_\_\_\_\_

Department Information					
Line	Snow Asset #	Item Description (Make, Model, Brand, Color, Type)	MANUFACTURER SERIAL NUMBER	Condition (E,G,F,P,U)	Location (Bldg. RM#)
1					
2					
3					
4					
5					
6					
7					
8					
<b>Ensure all power cords, cable, software, etc., are included with item(s) for Surplus</b>					
<b><span style="color: red;">If Federal Grant Asset Item(s), you will also need to complete Surplus of Grant Restricted Equipment Form</span></b>					

**Once form is completed, send as an attachment via e-mail to [Shaylee.Nielson@snow.edu](mailto:Shaylee.Nielson@snow.edu)  
If you need item(s) moved before sold, please indicate this in your email and campus services will store item(s)**