Property Control
REQUEST FOR SURPLUS / PICK-UP OF EQUIPMENT

Phone: (305) 348-2167 **Fax: (305) 348-1936** **E-mail:** property@fiu.edu

EFFECTIVE IMMEDIATELY:

- Please see page 2 for instructions on how to complete this form.
- Incomplete forms will be returned.

For non-media storage/computer equipment, please proceed to Section B.

SECTION A

In accordance with Media Sanitation Guidelines and Data Stewardship Procedures, the University requires that all media storage devices be sanitized before being surplused, donated, transferred, or discarded. This applies even if the storage medium is missing from the equipment; a physical inspection must still occur. *All* media storage devices require an MSCID number to be assigned for proof of sanitation compliance. To obtain an MSCID number, please submit your request to the IT Security Office

Sanitized By: _____ Date: _____

SECTION B

Department / Project Name: _____

Cost Center				
Activity Nbr:		Cost PID:	Task:	Budget Ref:
Optional fields, use if applicable: **Cost PID** - To track expenses related to faculty allocations. **Task** - To track expenses that have a similar purpose as assigned, for example Critical Investments. **Budget Ref** - To track specific years for Financial Aid and COM only.				
OR				
Project:		Fund:		
Optional field, use if applicable: **Fund** - To be used for Cost Share only				

Contact Person: _____ **Panther ID:** _____ **Phone:** _____

☐ **Need Assistance from Campus Services** ☐ **Department will be responsible for transporting item(s)**

(Note: If the equipment listed is not at the location at pickup, this form is "VOID" a new form must be submitted.)

Description	FIU Tag #	Pick-up Location (Building/Room #)	Serial Number	Destination	MSCID#
				Surplus	
				Surplus	
				Surplus	
				Surplus	

(Attach additional sheets if required)

Total Number of Items: _____

***Office of Research and Economic Development (ORED) - approval is REQUIRED for Grant Funded by Projects ONLY.**

Print Name: **Signature:**_____ **Date:**

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Prior approval from Environmental Health & Safety (EH&S) is required if the equipment contains any material which is regulated or that could be of health concern.

For EH&S related questions, please contact (305) 348-2621 or ehs@fiu.edu (Subject Line: Surplus).

Please check the appropriate Yes or No box. Does the equipment contain any of the following*?

Radioactive materials	Yes ☐	No ☐
Laser devices (Class 3B or 4)	Yes ☐	No ☐
Hazardous chemicals	Yes ☐	No ☐
Biohazardous materials (all types)	Yes ☐	No ☐
Controlled substances	Yes ☐	No ☐

* If the answer is "Yes", please attach EH&S Clearance Form

AUTHORIZATION SIGNATURE

Date: _____

Expense Manager/ Project PI Print Name **Expense Manager / Project PI Signature**

Instructions for completion of Request for Surplus/Pick-Up of Equipment Form:

Section A: Only to be completed by IT Security, if applicable, for sanitation of any media storage devices.

Section B:

1) Must list Department / Project Name.
2) Contact Person, Panther ID, and phone number for any inquiries regarding the submitted form. Please indicate if you will need assistance from Campus Services or you will be transporting the items yourself.
3) Include an accurate description (i.e., make, model, name, etc.) of the item/items being SENT TO Surplus Warehouse.
4) FIU Tag number, if applicable. Please examine the item thoroughly to search for any FIU Property Tag. Note that some items may not have a tag.
5) Building and room number where items are located.
6) Accurate Serial number for each item (if applicable).
7) Include a clear picture of item/items being sent to surplus.
   Items that have separate serial/tag numbers must be itemized on the surplus form.
   If you have several items of the same make and model, one picture can be submitted.
8) Include accurate total number of items being sent.
9) Discrepancies between listed items and items received at the warehouse will require submittal of an addendum via e-mail including the correction (example: item was not sent to Surplus Warehouse)
10) If the form cannot accommodate all the items being sent, you may attach a separate listing with the information.
11) The Office of Research and Economic Development (ORED) will have to sign this section ONLY if there are tag numbers that include "US".
12) The submitting department must check off whether the equipment contains any of the hazard or risk areas. Risk Management & Environmental Health & Safety Department (EH&S) will need to approve all submittals that include materials that are regulated or that could be of health concern. This includes any equipment housed in certain areas designated as Hazard, lasers, chemicals, refrigerators used to store lab experiments or fluids other than food, etc.

The authorization signature must be a designated approver for each department (Property Control can assist you if you provide us with the department ID).