Illinois State University
Inventory Management/Property Control
Surplus Removal Request Form

To have your surplus equipment removal from your area, please follow the instructions below:

1) Submit a Surplus Work Request on iServiceDesk - Attach this form to your request using the Browse button to upload (*Only one file can be attached)
2) Retain a copy of this completed form as reference at the time of pick up as needed

For questions regarding surplus removal, please visit the Surplus Equipment page or contact Work Management at 438-5656 or email fac_mover@IllinoisState.edu

Date Requested:		**Department Name:**	
Contact Person:		**Contact Phone:**	

ISU Tag Number or Serial Number	Equipment Description	Condition (Good, Fair, Poor)	Equipment Location Bldg	Equipment Location Room	Reason for Surplus	Rec'd by FM Movers (Office Use Only)	Rec'd by Property Control (Office Use Only)	Action Taken (Office Use Only)

*** If any additions or deletions to the sheet are made, please initial.

Please fill out information and sign below at time of pick up.

Departmental Representative:		**Signature:**			
Facilities Management Mover:		**Signature:**			
Received at Property Control Warehouse by:		**Date:**		**Work Order#:**	

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