



Declaration Number

Internal Use Only – Surplus will assign

To be used whenever University of Alberta assets are offered for sale, obsolete, garbage, or otherwise disposed of. For more information refer to the [UAPPOL Equipment Asset Disposal/Retirement Procedure](#).

Department Name

Contact Name Contact Phone Number

Location of Pickup by Distribution

Billing Information for Pickup Charges Speed Code Account Code

- The unit has deleted all confidential information and site licensed software.
- The unit has not deleted confidential information and site licensed software as per consultation with Shared Services - Distribution.
- The unit has completed the [Equipment Decontamination form](#) and attached a copy for surplus equipment used to store radioactive or biological substances.

Authorization

Signature _____ Printed – Name / Title _____ Date _____

Signature _____ Printed – Name / Title (Dean, Chair or Director) _____ Date _____

Surplus Details

Tag Number	Description	Serial Number	Date of Purchase	Original Cost	Condition

Use additional page if required

Routing Instructions:

1. Forward form to Unit Equipment Coordinator
2. Unit Equipment Coordinator (if request approved) forward copy of form and any attachments to: Shared Services – Distribution/Surplus 131 Materials Management Bldg email: smssurplus@ualberta.ca