



## How To Fill Out a Surplus Form:

The editable fields on the Surplus Property form should be filled out as follows:

1. Dept: The name of your Department.
2. Org No: Your Department's Organization number. If surplus items are sold at auction, the Org Number lets us allocate funds back to your department.
3. UCO Inventory Tag No: Items with a purchase price of \$2500 or more will have a UCO tag number. Entering the tag number on the Surplus Form helps us track property to be removed from your inventory. Tags from donor entities, serial numbers, etc. are not applicable and should not be entered in this field.
4. Property Description: What is it? Please be as specific as space allows.
5. Location, Bldg/Rm: Where is the surplus property located?
6. Estimated Value: This is helpful when an item is a good candidate for resale.
7. Working Condition: Yes/No. This is a clickable field.
8. Remarks/Instructions: Any additional information may be entered here.
9. Submitted by: Your name, or the contact person.
10. Email: The UCO email address of the contact.
11. Phone: The UCO extension or contact number.
12. Approved by: Must be signed by Organization or Department manager. *Forms without a signature will be returned.*
13. Date: The date the form is submitted to Surplus Property.
14. "Save As" to your computer, and Email as an attachment to [UCOsurplus1@uco.edu](mailto:UCOsurplus1@uco.edu).