Terrapin Trader Surplus Property Release

**Dept Name (Do Not Abbreviate)**

**Contact Person (Inventory Coordinator)**

**Dept Inventory Code**

**Building & Room**

**KFS # to Credit any Proceeds**

**Phone**

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**Items on Inventory must be listed separately. Other items may be listed separately or grouped if like items (ex. 5 chairs). Please type or print.**

<table>
<thead>
<tr>
<th>Univ Asset Tag if on Inventory</th>
<th>Mfg. Serial No.</th>
<th>Description (item, Manufacturer, Model, Est. Current Value if Known, etc.)</th>
<th>Approx Age</th>
<th>Does It Work? (Y/N)</th>
<th>FOR USE BY TERRAPIN TRADER ONLY</th>
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<td>Disposition</td>
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<td>Date of Sale</td>
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I authorize the above items to be released to Terrapin Trader for disposal or resale in accordance with the existing policy and procedures.

Department Head Name _______________________________ Phone ___________________________ Date _____________

Department Head Signature _______________________________

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**Please Note:**

- The Terrapin Trader requires the removal of all data on computers or electronic storage devices prior to surplus. The Sensitive Equipment Cleaning Form (SECF) is required to accompany all equipment that contains personal or University information & software.

- Terrapin Trader Surplus Property Surplus Property Cleaning Certification Form

This form must be completed and accompany all laboratory equipment and any equipment that may have contained or used with dangerous or hazardous material.

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**Instructions**

1. Complete form and obtain department head signature & then...
2. Call 405-7337 or 5267 to arrange for pick-up/drop off of surplus. You will receive a Terrapin Trader Number specific to your pickup, place this number on all forms related to this pickup. Then fax a copy to 301-314-7947 or 301-314-9255.
3. Have driver sign the original form when the pick-up is made
4. Make a copy for your file; give original form to driver
5. Maintain capital equipment on your inventory until notice of final disposition from Terrapin Trader