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Office of the Associate Vice President for Finance and Administration and Controller Asset Management

Funds Return Request Form

Fund requests can be submitted when each item is worth \$1,000 or greater based on the recovery of the actual surplus sale

Please provide a brief description of the items sent to surplus. Include make, model, serial number, asset ID, or any other unique physical characteristics.

Were the items originally purchased from a fee-based fund?

Yes, Fund Number:

No

Will you be replacing this equipment with similar equipment performing similar functions?

What is the chart-string to return the requested funds?

Note: 10% will be charged on sold items, to cover administrative costs, plus any special handling charges associated with the surplus sale.

Office use only

Approved

Disapproved

Explanation:

Signature:

Date: