



SURPLUS MEMO

Please use this form to surplus unwanted or idle assets (both tagged & non-tagged).

TO: Property Manager,
UL Lafayette

FROM: _____

DATE: _____

RE: Surplus Equipment

This is to inform you of the transfer the following items from (Department abbreviation)
_____’s inventory to Surplus.

Instructions: Please return this completed form and photos of the assets to
inventory@louisiana.edu.

Item #	State Tag #	Asset Description	Pickup Location

*Undersigned agrees to SURPLUS the property listed.

Department Head Approval:

Sign: _____

Print Name: _____

Title: _____

Account: _____

Pickup Contact Information:

Name: _____

Phone #: _____