

P.O. Box 43646 • Lafayette, LA 70504-3646 Office: (337) 482-2001

Fax: (337) 482-5830 Université des Acadiens

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 in	nform you of the transfer the following items from (Department abbreviation)'s inventory to Surplus.
	ns: Please return this completed <u>form</u> and <u>photos</u> of the assets to plouisiana.edu.

Item #	State Tag #	Asset Description	Pickup Location

Item #	State Tag #	Asset Description		Pickup Location	
_					
Indersigned	agrees to SURP	LUS the property listed			
Department Head Approval:			Pickup Contact Information:		
igned:			Name:		
rinted name:			Phone #:		
itle:					
.ccount #					