



SURPLUS TAG

See this website
for more information:
www.mnsu.edu/facilities/deliveries/

**Do not leave surplus items in hallways or put them in dumpsters.
Secure all items until either IT Services or Delivery Services can pick them up.**

Affix this surplus tag form to the item to be picked up. Contact either IT Services Help Desk (389-6654) for computer and related storage device; or Delivery Services (www.mnsu.edu/facilities/deliveries/) for used equipment and furniture. **Items will not be moved unless this surplus tag is attached.**

Short description of item to be surplusd: _____

Serial # _____ State Asset # (if available) _____

Manufacture's model # or ID description: _____

General condition _____ Poor _____ Fair _____ Good

What has this been used for in the past? _____

Department _____ Department Representative (Contact) _____ Date _____

This document is available in alternative format to individuals with disabilities by calling the Department of University Stores at 507-389-1478 (V), 800-627-3529 or 711 (MRS/TTY).
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Keep a copy for your records.