

SP #:

surplusproperty@miami.edu

"E-WASTE" SURPLUS PROPERTY TRANSFER FORM

All E-Surplus, E-Waste and E-Transfer property such as computers, workstations, servers, computerized medical devices/equipment, systems, printers, media such USB drives, CD/DVD ROMS, external hard drives, etc...purchased and owned by the University of Miami, must be processed through the University of Miami Surplus Property Department. Please complete the following form and email it to SURPLUSPROPERTY@MIAMI.EDU. If you have any questions, please call: 305.243.1464.

NOTE: Only one item is allowed per line. Complete additional pages if more lines are needed. Failure to provide all required information will result in rejection of the request and will be returned to the department for correction/completion. If hard drives were removed, the college/department must provide a justification for removing such hard drive describing why it was removed, where and how it is stored and who has access to it.

	DEPARTMENT:		NAME:
	FDM DRIVER WORKTAG ID (ACCOUNT #):		DATE OF REQUEST:
	CAMPUS (MEDICAL, RSMAS, GABLES):		PHONE #:
	BUILDING/LOCATION (OF ITEMS TO BE PICKED UP)		E-MAIL ADDRESS:
			REQUESTER'S SIGNATURE:
UM PROPERTY			

ТҮРЕ	BRAND	MODEL #	SERIAL # / PC SERVICE TAG	LOCATION	ACCOUNTING DECAL #	HARD DRIVE	OFFICE USE ONLY
Workstation / Laptop / Tablet / Server / Medical Device / Printer / External Media (e.g. USB drive, CD-ROM, etc)	e.g DELL, HP, LENOVO, CANON, etc)	*Normally located on the front or back of device	*Normally located on the bottom or back of device	Building & Room #	(If Applicable)	[1]- INCLUDED [R]- REMOVED	
SECTIC	ON BELOW T	O BE COMPLET	TED BY "UM IT" AI	ND "SURPLUS PROPERTY" DE	PARTMENTS ON	LY	
		NAME AND SIGN):			DATE:		
GWITT DEPT. A		NAME AND SIGN):			DATE:		
SURPLUS PROPERTY APPROVAL (PRINT NAME & SIGN):					DATE:		
SURPLUS PROPERTY RECE	IVING CLERK (PR	INT NAME & SIGN):			DATE:		

UPDATED ON: May 20th, 2021