Plymouth State University

**Purchasing, Disbursements and Contract Services**

17 High Street, MSC 35

Plymouth, NH 03264

(603) 535-2587

**Surplus Request Form**

Please complete this form in its entirety and email with photos to – Debbie Grotheer – dgrotheer@plymouth.edu. Please direct any questions to Debbie at 5-2429.

Surplus property is defined as supplies or equipment which are obsolete, damaged and unusable, or in excess of need. This includes all tangible assets with the exception of real property.

In accordance with USNH policy surplus items will be advertised to USNH departments for a minimum of 14 days before being released to the general public. If deemed appropriate, Purchasing will advertise surplus items to the campus community. Complete surplus procedures are available at <https://www.plymouth.edu/office/purchasing/surplus-procedures/>.

**Contact Information**

The Contact will be responsible for meeting with potential buyers to show the surplus item(s) and answer questions regarding item(s).

Contact Person: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Contact Email: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* Contact Phone: \_\_*\_\_\_\_­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**Item Information**

Department: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Grant Funded Item? [ ] Yes [ ] No

How Many Units: *\_\_\_\_\_\_\_\_\_\_\_\_*

Item Name: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Item Description: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Surplus Type: [ ]  Equipment < $1,000 [ ]  Furniture [ ]  Vehicle\* [ ]  Other

If “Other” please describe: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Manufacturer: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Model/Model Number: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Serial/VIN Number: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**Sale Information**

Item Location: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* Approximate Value: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Item Size: [ ]  One Person Removable [ ]  Multiple People Required for Removal

Condition: [ ]  Good [ ]  Fair [ ]  Repairable [ ]  Unusable

Disposition: [ ]  Sale [ ]  Transfer [ ]  Salvage [ ]  Dispose

\*Please also complete the Surplus Vehicle Information Form.
 **Important:** please email photos with this form.