



Surplus of Snow College Property Form

Department: _____

Division: _____

Building & Room No. _____

Contact Person: _____

Contact Phone: _____

Date: _____

Best Time for Pickup (Date/Time): _____

Department Head Signature: _____

Asking Price: (1) _____ (2) _____ (3) _____

(4) _____ (5) _____ (6) _____

(7) _____ (8) _____

Cost Code: _____

Department Information					
Line	Snow Asset #	Item Description (Make, Model, Brand, Color, Type)	MANUFACTURER SERIAL NUMBER	Condition (E,G,F,P,U)	Location (Bldg. RM#)
1					
2					
3					
4					
5					
6					
7					
8					
Ensure all power cords, cable, software, etc., are included with item(s) for Surplus					
If Federal Grant Asset Item(s), you will also need to complete Surplus of Grant Restricted Equipment Form					

Once form is completed, send as an attachment via e-mail to Surplus@snow.edu

If you need item(s) moved before sold, please indicate this in your email and campus services will store item(s)