



LONGWOOD UNIVERSITY SURPLUS PROPERTY REPORT OR TRADE-IN

E-Form (You can fill out this form electronically)

Department: _____ Department Head: _____

Location of Items:

Building Name _____ Room Number _____ Date _____

Table with 5 columns: Item Description, Serial Number, Longwood Tag #, Quantity, and a checkmark column. Rows 1-9.

ACTION REQUESTED: Check One

- Surplus, Lost, Destroyed, Stolen (Has a Police report been filed), Unusable, Trade-In (Fill out line 10). Includes checkboxes for yes/no.

(10) New Item Description _____

New Item Cost _____

Amount of Trade-In _____

Approval Signature: _____

FURTHER DETAIL OR OTHER REASON:

Two horizontal lines for further detail or other reason.

FOR PROPERTY CONTROL USE ONLY

COMMENTS:

Three horizontal lines for comments.