Reset Form

PROPERTY MANAGEMENT
DEDUCTIONS AND SURPLUS FLOOD FORM

Send Completed Forms To:
Property Management Office
609 Jefferson Bldg.

Department Name: _____

Department # _____ Contact Person _____ Phone # _____

Items must be in buildings indicated in Flood Related Cost – Allowable Building Codes listing.

UI Tag Number	PMO	BLDG	Deduction Code*	Equipment Description	Serial Number

Two individuals must provide original signatures.

_____ _____ _____
Requestor Date Phone Number

_____ _____ _____
Departmental Executive Officer Date Phone Number

Please select from the following **deduction codes** to identify why the equipment removal has occurred.

*** DEDUCTION CODES:**

1. Items sent to landfill or junked
2. Items sent to Surplus

If you have questions call Charma at 335-0118

Property Management Office Use Only	For Inventory Audit _____ Date Entered _____ Completed By _____ File Number _____

6-26-08