



**UNIVERSITY OF NORTH DAKOTA  
SURPLUS PROPERTY DISPOSAL - COMPUTERS  
Phone: 701-777-3125 Fax: 701-777-3435 Stop 9032**

Property Criteria:

- Computers Only

Form Instructions:

- Use a separate line for each computer or a separate sheet for each computer over \$5,000.
- All items in Section A must be completed by department or form will be returned.
- If an item has been exposed to hazardous substances or materials, the Safety Office 205A Form must be completed and attached. See the Surplus Property Instructions for more information.
- Send or fax form to Facilities Management Central Warehouse.
- **Tape a copy of Surplus Property Disposal form to one of the items being picked up. If the form is not attached, the surplus property will not be picked up.**

**A. TO BE COMPLETED BY DISPOSING DEPARTMENT – INCLUDE LOCATION OF SURPLUS PROPERTY**

Department Name:	Dept. No.	Building:	Room:	Telephone:
Dept. Head or Designee: (please print)				
Signature and Date:				

		Original Purchase Price (If > \$5,000 Include original funding source. Use PeopleSoft number not legacy number, verified with Asset Management)	Safety Office Form 205A Required? See Above
Computer Manufacturer	Serial #		YES NO
			YES NO
			YES NO
			YES NO
			YES NO

**B. TO BE COMPLETED BY SURPLUS PROPERTY**

<input type="checkbox"/> Received by UND Surplus Property for disposition.	
Signature:	Date:
I certify property lists in Part A was disposed of according to Section 54-44-04.06 of the North Dakota Century Code.	
Signature:	Date: