



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

Property Criteria: (must meet one criteria)

- Original purchase price of **\$5,000 or more**.
- Has a current value of **\$500 or more**.
- Not for computer disposal (see Surplus Property Disposal – Computer form)

Form Instructions:

- Use a separate form for each item .
- All items in Section A must be completed by department or form will be returned.
- 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:
Complete Description of Item				
<input type="checkbox"/> Item has been exposed to hazardous substances/material - Safety Office 205A form must be completed/attached <input type="checkbox"/> Not applicable				
Date Purchased:	Original Cost:	PeopleSoft Asset Tag # <b>(LEAVE ATTACHED):</b>	Condition: <input type="checkbox"/> Usable/Working <input type="checkbox"/> Nonusable/Nonworking	
Original PeopleSoft funding source (not Legacy number) verified with Asset Management				
Account:	Fund:	Dept:	Project:	
Estimated Current Value:				
<b>TRANSFERRED TO UND SURPLUS PROPERTY</b>				
Date:	Dept. Head or Designee: Name (please print):			
	Signature:			

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

<input type="checkbox"/> Received by UND Surplus Property for disposition.				
Date:	Signature:			
<b>SELECT METHOD OF DISPOSITION:</b>				
<input type="checkbox"/> <b>Transferred</b> Date: _____	Dept.:	Building:		
	Room:	Telephone:		
<input type="checkbox"/> <b>Sold</b> Date: _____	Amount:	Receiver:		
	Comments:	Telephone:		
<input type="checkbox"/> <b>Disposal</b> Date: _____	Comments: Scrapped <input type="checkbox"/> Recycled <input type="checkbox"/> Donated <input type="checkbox"/>			
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:	