

Please read before filling out form.

A surplus equipment form must be completed and signed by a manager.

A work order must also be submitted through the Maintenance Department for pickup of surplus items.

[Submit Work Order Via MyDelta Dashboard](#)

The Surplus Equipment Form must be attached and uploaded with the work order. Please send a copy to surplus@deltacollege.edu So that they may also be alerted about the request.

If you have any questions please email surplus@deltacollege.edu



Surplus Equipment Form

This form **MUST** be attached to the electronic Facilities Help Desk work order, when submitted The following item(s) have been identified as surplus, they have been deemed obsolete or beyond economical repair. **Department:** _____ **Date:** _____

Manager's Signature: _____ **Printed name:** _____

<u>Delta #</u>	<u>Serial Number</u>	<u>Description of Equipment</u>	<u>Quantity</u>	<u>Justification</u>	<u>Location</u>
_____	_____	_____	_____	_____	_____
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