Terrapin Trader Surplus Property Release

Terrapin Trader Number								Page	of
	Dept N	Name (Do Not Abbreviate)			Conta	ct Person (Inve	entory Coordinator)		
Dept Inventory Code							Building & Room		
	KF	S # to Credit any Proceeds					Phone		
	Items on Invento	ory must be listed sepa	arately. Other items may be listed separately	or grouped if like items (ex. 5	chairs). <i>Plea</i>	se type or p	print.		
							FOR USE BY TERRAPIN TRADER ONLY		
	Univ Asset Tag if on Inventory	Mfg. Serial No.	Description (item, Manufacturer, Model, Est etc.)	. Current Value if Known,	Approx Age	Does It Work? (Y/N)	Disposition	Date of Sale	Sales Amount
		ems to be released to	Terrapin Trader for disposal or resale in acc		_	dures.			
Department Head Name				Phone	Date				
Department Head Signature				Picked up by	Date Instructions				
prior to	errapin Trader requires o surplusing. The Sensit		omputers or electronic storage devices* rm (SECF) is required to accompany all formation & software.		 Complete form and obtain department head signature & then Call 405-7337 or 5267 to arrange for pick-up/drop off of surplus. You will receive a Terrapin Trader Number specific to your pickup, place this number on all forms related to this pickup. Then fax a copy to 301-314-7947 or 301-314-9255. 				
This fo	rm must be completed	perty Surplus Property Clean and accompany all laborator angerous or hazardous mater	ry equipment and any equipment that may		3. Have driver sign the original form when the pick-up is made 4. Make a copy for your file; give original form to driver 5. Maintain capital equipment on your inventory until notice of final disposition from Terrapin Trader				