

Control No. \_\_\_\_\_  
 (For Surplus Property Office Use)

# FORM 206 — DECLARATION OF SURPLUS PROPERTY OR TRANSFER

**This form MUST be typed. Handwritten forms will NOT be accepted.**

Dept. Name: \_\_\_\_\_ Date: \_\_\_\_\_

Dept. No.: \_\_\_\_\_ Location of Property: \_\_\_\_\_

Reason for Disposition      Item(s) no longer required      Lost or stolen\* (attach explanation)      Cannibalized

*(\*Any property reported as lost or stolen with an original cost exceeding \$5,000 requires that written justification for removal from inventory must be attached to this form, signed by the Dean or Vice President of your area. Security will be notified.)*

\_\_\_\_\_  
 Authorized Signature      Date      Person Submitting Form      Date

Transfer to another CU department:

\_\_\_\_\_  
 Receiving Department Name      Dept. No.      Authorized Signature      Date

Transfer to other state agency:

\_\_\_\_\_  
 Receiving Agency Name      Authorized Signature      Date

All memory devices (hard disk drives (HDD), solid state drives (SSD)) or other medium used to store University data must be removed and appropriately tagged before its disposal, through CU Surplus Property. Employees must contact their TSP's or CCIT Help Desk [ITHelp@clermson.edu](mailto:ITHelp@clermson.edu) with questions.

**FOR SURPLUS PROPERTY USE ONLY.**

State On-site Sale       In Warehouse       Recycle       Junk

REMARKS:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Surplus Property Manager      Date

\_\_\_\_\_  
 Fixed Assets Manager      Date

Quantity	Description of Property	Serial No. (Computers only)	Inventory Decal No. (if available)	Condition of Property

SUBMIT