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@clemson.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

CUBO 206 - revised 5/2019

SUBMIT