

University of Colorado Colorado Springs

WORK ORDER # _____

Surplus, Storage or Disposal Property

Department:	Date Prepared:
Property Manager:	Phone:
Property Custodian:	
Office:	SpeedType:
Property Location:	

MAD Team Member:					
Qty	UCCS ID Tag #	Item Description		Condition	Disposition

Property Manager Signature	Date
MAD Team Signature	Date

Complete form, print 2 copies, one for Department one for the MAD Team, gather property signatures, remove UCCS ID Tag
Obtain MAD Team's signature when item(s) are picked up
Condition codes: **A** - Useable "as is"; **B** - useable with minor repairs; **C** - not currently useable or requires repairs, **D** - not useable or "junk"; **E** - recycle;
 F - electronic wast; **G** - obsolete
Disposition: Surplus, Storage, or Disposal
Property Manager: This is the responsible party of the property (i.e. the person/department member who purchased the property or the department head)
Complete a Property Management Inventory Adjustment form, print 2 copies, one for Department one for Property Accounting attach UCCS ID Tag