



Material Management and Purchasing

LONGWOOD UNIVERSITY SURPLUS PROPERTY REPORT OR TRADE-IN

Department: _____ Department Head: _____

Location of Items:

Building Name _____ Room Number _____ Date _____

Table with 7 columns: Item Description, Serial Number, Longwood Tag #, Quantity, checkmark, Date Cleaned, Initials. Rows 1-9.

ACTION REQUESTED: Check One

- Surplus, Destroyed, Unusable, Lost, Stolen (Has a Police report been filed), Trade-In (Fill out Section 10. below), yes, no

10. New Item Description _____
New Item Cost \$ _____
Amount of Trade-In \$ _____
Approval Signature: _____
(Department Head)

FURTHER DETAIL OR OTHER REASON: _____

FOR PROPERTY CONTROL USE ONLY
COMMENTS: _____