**SURPLUS REQUEST FORM**

School Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_Todd Russell\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_ECE Department\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_1/14/19\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please print this form and email to Michele Barlow for Board approval.**

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| **Item** | **Qty** | **Reason for Surplus** |
| Dell Laptop (G1NZVK1) | 1 | Non-operational |
| Dell Laptop (FJVYTM1) | 1 | Non-operational |
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