

## Peter's Exchange Equipment Management SURPLUS PICK-UP REQUEST

Department:

Date:

KFS Account #:

(Linked to fund 68311; enter n/a if value is under \$100 or credit is not needed.)

Requested by:

Email:

Phone:

**Department Approval:** If department approval is different than above, please enter information below and copy them on the email that is submitted to Equipment Management.

Name:

Email:

Phone:

UCI Property # (if available)	Description: Manufacturer, Model, SN	Location: Building/Room	Working? Y/N	Prior EH&S clearance obtained to move? Y/N	*Data wipe required? Y/N

**Submit**

- This form is only supported in Internet Explorer. Please download and open in Adobe Acrobat to submit. Otherwise scan and email completed form to [Equipment-Management@uci.edu](mailto:Equipment-Management@uci.edu).
- Free pick up of many items, working or not. We will contact you with more information.
- \*All hard drives must be wiped clean of software and data. For more information visit NACS at: <https://security.uci.edu/>
- To obtain information on EH&S approval for moving laboratory equipment visit EH&S at: <https://www.ehs.uci.edu/programs/labres/labresfaq.html>  
Be sure to contact your departmental CAM Processor/Asset Representative so he/she may complete the Asset Retirement Global (CAM) document to generate an Equipment Inventory Modification Request (EIMR) form.

**Phone:** 949-824-6519; 6447; 6100  
**Email:** [Equipment-Management@uci.edu](mailto:Equipment-Management@uci.edu)