



# Permanent Equipment Surplus Request

Organization: \_\_\_\_\_

Date Received

Time Received

Account #: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Presenter\*: \_\_\_\_\_

\* the person who will be at the Student Association meeting explaining this request

Approved to  
Agenda

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

*Please provide the email address and phone number of the presenter in case there are further questions.*

### What is “permanent equipment”?

Permanent equipment is defined through Student Association Financial Policy as equipment that has a durability span of three (3) or more years and costs \$300.00 or more per unit.

### How do I request a surplus of permanent equipment through the Student Association?

- ✓ An explanation of why your organization is no longer in need of the item.
- ✓ Submit this completed form by 4:00pm on Thursday in the SA office, C.U. 316 to the Director of Business Affairs for approval and inclusion on the following week’s agenda.

**Item to be Surplussed:** \_\_\_\_\_

Description of Item: \_\_\_\_\_

\_\_\_\_\_

Tag Number of Item: \_\_\_\_\_

### Reason for Surplus:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I approve this request on behalf of the organization I represent

\_\_\_\_\_  
Organization President