



Date Received _____

Approved to Agenda _____

PERMANENT EQUIPMENT SURPLUS REQUEST

Organization: _____

Account #: _____ Presenter*: _____

Date of Request: _____ Email: _____ Phone: _____

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

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 \$500 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 represented