University of Wisconsin Stevens Point

Capital Equipment Surplus Property Declaration Form

USE OF FORM:	Complete this form to document the declaration of surplus property of a capital equipment asset.
CAPITAL EQUIPMENT DEFINITION	Capital Equipment is defined any single asset which has an acquisition cost of $5,000 or more and having a useful life of at least two years, whether purchased outright, acquired through a capital lease, or through donation.
INSTRUCTIONS:	Complete form and send to the Purchasing Department (041 Main), or email to Purchasing.Department@uwsp.edu.

CAPITAL EQUIPMENT ASSET INFORMATION

Asset Tag #	Description	Serial Number	Current Asset Manager	Current Location	Vendor

APPROVALS

Asset Manager Signature: Date:	Department Chair/Dean/Director or Administrator Signature: Date:

FOR INTERNAL USE ONLY

REVIEWED/APPROVED	EXECUTION
Date Received:	Signed By: Date:
Date Change Made in Database:	Notes: