



Surplus Reutilization

Date: _____

Picked Up By: _____

Department (REQUIRED*): _____

**Property will not be released from the yard without this information. If new custodian and location are not provided, custodian entered in Banner will be Department Chair and new location will be Department Secretary's office. A Property Movement form will need to be submitted to amend this information.*

PCN	Description	New Custodian	New Building	New Room	Condition (A?)

Receiver's Signature: _____

Receiver's Printed Name (Required): _____

Receiver's Banner ID (Required): 900 _____

Property Office Signature: _____ Date: _____

Entered in Banner (PCN)

Taken off Reutilization List (non-PCN)

NOTES: