
Use the Property Transfer Report and be sure it is signed by a Dean/Director or Department Head.

Equipment titled to the Federal Government or other agencies must be submitted with documentation authorizing the disposal of the equipment.

Use the Surplus Property Form and be sure it is signed by a Dean/Director or Department Head.

Please be sure to notate the condition of items, especially if items are broken or non-functional, so that our department can properly dispose of them.

uaf-rec@alaska.edu (prior to delivering the items or requesting pick-up)

We will verify that the forms are complete and that the tagged equipment items are recorded on your inventory correctly and titled to the University.

Surplus items will not be accepted at our facility unless this documentation and review process has been completed.