



**Material Services**  
 Building #4125 Livingston Campus  
 Phone: 732/445-2255 Fax: 732445-2018  
**Surplus Disposal Request Form**

IPO #: \_\_\_\_\_  
 Request Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Instructions: This form should be completed by the department when a surplus pickup is requested. The completed and signed disposal request form authorizing surplus pickup should be attached to an internal purchase order and mailed to Material Services. All surplus equipment must be completely free of hazardous material whether it be of chemical, radioactive, or biological nature. Departments must obtain an authorized signature from the Department of Radiation and Environmental Health and Safety prior to requesting disposal by Material Services. No chemicals or asbestos can be accepted. **Condition Codes: (W)orks, (D)oes not work**

Department Name:	Name of Contact:
Department Address:	Phone:
Department Reimbursement Account Code:	

Quantity	Description of Surplus	Condition (W)orks (D)oes not work	Item Serial #	Rutgers Inventory Tag Number

Requestor's Signature: \_\_\_\_\_

Dean/Director/Dept. Head Signature: \_\_\_\_\_

**INTERNAL USE ONLY (HEALTH/SAFETY DEPARTMENT)**

Clearance Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**INTERNAL USE ONLY (MATERIAL SERVICES)**

Received by: \_\_\_\_\_

Date: \_\_\_\_\_