



PROPERTY RELEASE FORM

Page ____ of ____ Contact : _____ Phone: _____

PROPERTY MANAGEMENT -- 15 PSS Bldg
Phone: Ext. 4220 Fax: Ext. 4544 surplus@oakland.edu

DEPT: _____ Fund #: _____ Date: _____
Releasing Department

Has a Work Control Ticket been submitted to Moving: Yes / No

Computer Equipment: A computer release form must be completed and submitted

Table with 6 columns: SERIAL # (equipment), DESCRIPTION (can use one line for quantities of furniture), CURRENT LOCATION, TRANSFER TO: Other Department, Trade-in, Lost/Stolen, or to Grizzly Univ. Storage (GUS), CONDITION: Working or Non-Working, INVENTORY TAG #.

APPROVED: _____ Form Received at Property Management: _____
Releasing Department Manager Accepting Department Manager Initials Date

NOTES: Property Management accepts all items regardless of condition, for disposition in accordance with Oakland University policy 360.
For furniture with locks, Please securely TAPE KEYS TO THE TOP of the item.
Also, include POWER CORDS, Remote controls for operational electronic equipment.
For Electronic Waste (E-WASTE), any expense to Property Management related to Recycling may be re-allocated to the releasing department/fund.