

Terms and Conditions

By my signature as Requesting Individual, I agree to the following terms:

1. I agree that this equipment will be used only for official university purposes. This means that it will be used only for those teaching, research, service, and administration components of my responsibility as a UWM employee.
2. I agree to immediately terminate insurance coverage through written correspondence or through e-mail when this equipment is returned to campus if the coverage date listed does not have an ending date.
3. I agree to cooperate with UW-Milwaukee or UW-System officials regarding any audits that may be taking place while this equipment is off campus, which may include returning the equipment to campus on very short notice for audit purposes.
4. If this is a computer, I agree to all software licensing agreements for software that is installed on the computer.
5. I agree to take appropriate measures to provide for the security and protection of this equipment.

UW-MILWAUKEE SURPLUS PROPERTY DECLARATION FORM

Complete and send this form to the BUSINESS OFFICE

Dept. Name _____ Dept. UDDS _____ Bldg/Room # _____

Authorized Department Signature _____ Date _____ Location of Property _____ Date Available _____

Business Office Approval _____ Date _____ Reimburse: Fund/Account/Unit/Division/Department/Activity/Class (or indicate if not needed) _____

For further information and disposal instructions, contact: _____ Phone: _____

SURPLUS CLASS CODES:

- A. Property is like new, less than two years old.
- B. Property is in good condition, less than five years old.
- C. Property is in fair condition, less than ten years old.
- D. Scrap property with no intrinsic value.

SURPLUS CONDITION CODES:

- 1. Needs no repair, excellent operating condition.
- 2. Needs minor repair, but is in operating condition.
- 3. Needs repair to be in operating condition.
- 4. Not repairable, or cost of repair exceeds the fair market value.

Item #	UWM Decal #	Manufacturer's Serial #	Description (include make, model and any other pertinent available information)	# of Units	Codes Class/Condition	Acquisition Price		Fair Value %
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UW-Milwaukee Surplus Property Lot Number: (assigned by Purchasing) _____

