

DMF SURPLUS FORM
(INTERNAL FORM FOR DMF, DOES NOT GO TO RALEIGH)

FAS #: _____ DATE: _____

Item for Surplus: _____

Serial #: _____ Model #: _____

License Plate (if applicable): _____

All license plates must be submitted to the Accounting Office prior to the sale, disposal, scrapping, or other transfer of the associated vehicle or asset.

Exception:

This requirement does not apply when the asset is being towed directly to the surplus facility in Raleigh.

Condition of Item (please indicate if item is in working order or not and is it repairable or not):

Inventory Location the asset is listed on now: _____

Physical location of the asset: _____

BY SIGNING THIS FORM, IT AUTHORIZES THE ASSET TO BE PLACED ON THE SURPLUS LIST TO BE SOLD OR SCRAPPED. IT ALSO TRANSFERS THE ACCOUNTABILITY OF THE ASSET.

THE ASSET WILL REMAIN ON YOUR INVENTORY UNTIL SOLD OR SCRAPPED. THE STATUS OF THE ASSET WILL BE CHANGED AS APPROPRIATE AND EVENTUALLY BE REMOVED FROM YOUR INVENTORY.

Authorized by:

Signature: _____ Date: _____

I acknowledge receiving item for surplus:

Signature: _____ Date: _____

For Accounting Use Only
IS THIS ASSET FEDERALLY FUNDED? ☐ YES ☐ NO

Budget Fund	AMU	Program	Fund Source	Project