

CSU EQUIPMENT RELEASE REQUEST

To protect the University from releasing equipment that may contain contaminants, proprietary information, or other restrictions; please submit this request before relinquishing any equipment.

Please provide the following information:

Requesting Department: _____ Date: _____

Department Contact Person: _____ Phone Number: _____

Department Head/Dean Signature (Required): _____ Printed Name: _____

This request is for:

- TRADE-IN:** To be considered a trade-in, CSU must relinquish something in return for a trade-in allowance. NOTE: A quote from the vendor showing the trade-in allowance is required. Check box if this is going Out-to-Bid and no quote is available
- VENDOR REMOVAL:** A vendor may offer to remove equipment with/without charge or offer a discount rather than a trade-in allowance. Restrictions apply to CSU equipment being released without monetary compensation. NOTE: If there is a charge or discount, a quote showing the charge or discount is required.
- EQUIPMENT EXCHANGE:** A non-monetary exchange or a warranty replacement. Restrictions apply.

Comments:

**SUBMIT THIS REQUEST (INCLUDING THE SUPPLEMENT PAGE AND ANY OTHER REQUIRED DOCUMENTS) TO: PROPERTY MANAGEMENT
6003 CAMPUS DELIVERY OR EMAIL TO: DEBRA.ELLISON@COLOSTATE.EDU**

THIS SECTION IS FOR PROPERTY MANAGEMENT USE

___ OSP ___ CSURF ___ 21 FUND ___ OTHER AUTHORITY: _____

___ OK to Release ___ Other (use remarks) Remarks: _____

By: _____ Date: _____

THIS SECTION IS FOR O-Q #U-) AUTHORITY USE \ VO (if required) Authority: ___ EHS ___ OSP ___ CSURF ___ 21 FUND ___ OTHER _____

___ OK to Release ___ Other (use remarks) Remarks: _____

By: _____ Date: _____

THIS SECTION IS FOR SURPLUS PROPERTY USE

___ PROPRIETARY INFO ___ RFLE/EHS ___ OTHER AUTHORITY: _____

___ OK to Release ___ Other (use remarks) Remarks: _____

By: _____ Date: _____

For Department:

Once this document has been returned with all necessary signatures, please attach this form, the supplemental page, and any other required documents to your Kualu Document(s).

SUPPLEMENTAL PAGE (Required)

USE BELOW SECTION TO LIST EQUIPMENT TO BE RELEASED BY TRADE-IN, VENDOR REMOVAL, OR EXCHANGE

USE THIS SECTION FOR ACTIVE ASSETS IN KUALI (an Asset Retirement Global Document will be required to retire active Kuali assets):

DECAL NUMBER _____ DECAL NUMBER _____ DECAL NUMBER _____ DECAL NUMBER _____ DECAL NUMBER _____
 DECAL NUMBER _____ DECAL NUMBER _____ DECAL NUMBER _____ DECAL NUMBER _____ DECAL NUMBER _____

USE THIS SECTION FOR RETIRED ASSETS IN KUALI:

RETIRED DECAL NUMBER _____ RETIRED DECAL NUMBER _____ RETIRED DECAL NUMBER _____
 RETIRED DECAL NUMBER _____ RETIRED DECAL NUMBER _____ RETIRED DECAL NUMBER _____

USE THIS SECTION FOR INACTIVE DECAL NUMBERS (list in other info), NON-CAPITAL EQUIPMENT OR ANY EQUIPMENT THAT IS NOT FOUND IN KUALI:

<u>ASSET DESCRIPTION</u>	<u>YR BUILT</u>	<u>MANUFACTURER</u>	<u>MODEL</u>	<u>SERIAL #</u>	<u>ACQ COST/FMV*</u>	<u>OTHER INFO</u>
					/	
					/	
					/	
					/	
					/	
					/	

*The Acquisition Cost is the amount paid for the item new. The Fair Market Value is price that the item would sell for at present. Please designate which value you are submitting by putting the value on the left (Acq Cost) and/or right (FMV) side of the "/" mark in the Acq Cost/FMV box. Leave either side or both sides blank if unknown.

FOR TRADE-IN'S, SUBMIT THE QUOTE SHOWING THE **TRADE-IN ALLOWANCE** FOR THE ABOVE LISTED EQUIPMENT.

FOR VENDOR REMOVAL, SELECT ONE: NO CHARGE CHARGE \$ _____ / DISCOUNT \$ _____ (submit the quote showing charge or discount amount).

BELOW SECTION IS FOR EQUIPMENT TO BE RECEIVED FROM A NON-MONETARY EXCHANGE ONLY

SELECT ONE: EQUIPMENT EXCHANGE WARRANTY EXCHANGE (submit warranty documentation).

Name of Entity exchanging equipment: _____ Date: _____

Entity Contact Person: _____ Phone #: _____

Authorized Releasing Agent's Signature (Required**): _____ Printed Name: _____

**Use attached Letter of Release or Formal Documents.

USE THIS SECTION TO LIST EQUIPMENT CSU WILL BE RECEIVING VIA NON-MONETARY EXCHANGE FOR THE EQUIPMENT LISTED IN THE UPPER SECTION(S):

Description		Description		Description	
Yr. Built		Yr. Built		Yr. Built	
Manf.		Manf.		Manf.	
Model		Model		Model	
Serial #		Serial #		Serial #	
Building #		Building #		Building #	
Room #		Room #		Room #	
CSU Asset Rep		CSU Asset Rep		CSU Asset Rep	
Acq Cost/FMV	/	Acq Cost/FMV	/	Acq Cost/FMV	/