Please read before filling out form.

A surplus equipment form must be completed and signed by a manager.

A work order must also be submitted through the Maintenance Department for pickup of surplus items. You may use the following link https://whd.deltacollege.edu/helpdesk/WebObjects/Helpdesk.woa.

The Surplus Equipment Form must be attached and uploaded with the work order. Please send a copy to surplus@deltacollege.edu So that they may also be alerted about the request.

If you have any questions please email surplus@deltacollege.edu



Surplus Equipment Form

This form **MUST** be attached to the electronic Facilities Help Desk work order, when

submitted The following item(s) have been identified as surplus, they have been deemed obsolete or beyond economical Date: _____ repair. **Department:** Manager's Signature: Printed name: ______ Delta# Serial Number <u>Description of Equipment</u> **Quantity** <u>lustification</u> Location