



This form is to be used for state property which has no further use. The college is committed to sustainable practices with a focus on reuse & recycling

	Quantity	Item Description	Model	Serial	LWTech # (Tag)	VT #
1.						
2.						
3.						
4.						
5.						
6.						
7.						
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11.						
12.						
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18.						
19.						
20.						

Employee Name	Department	Room #	Phone Number	Email Address

Surplus Pickup:

Product(s) must be ready for pick up (boxed, wrapped or palletized). A complete form must be filled out and sent to Facility Support Request. Fill out a MEGAMATION request. Pick up is approximately 7 days after a request is submitted

Items not Accepted:

- | | |
|---|---|
| <ul style="list-style-type: none"> 1. Hazardous Chemicals or Waste 2. Sharps container, needles, or surgical knives 3. Friable asbestos 4. Batteries (used alkaline batteries-such as AA, AAA, C, D, 9 Volt | <ul style="list-style-type: none"> 5. Jars or containers that contain unknown liquids & powders 6. Barrels that contain oil or hazardous residues 7. Glass thermometers that contain mercury (*) VT # Old VO-Tech Number |
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