SURPLUS FORMS NEEDED

TO SURPLUS – send to Purchasing Department

1. Appropriate surplus form (computers, equipment, furniture)

TO DONATE - send to Purchasing Department

1. Appropriate surplus form
2. Donation form
3. Proof of non-profit status from receiving non-profit
4. Waiver and Transfer of Title form signed by receiving non-profit

TO TRANSFER – Educational institution outside Brown University w/no money involved - send to Purchasing Department

1. Appropriate surplus form
2. Memo from Chair of Department or Director approving and requesting transfer
3. Waiver and Transfer of Title form signed by receiving educational institution

TO TRANSFER – To another department within Brown University – send to OSP

1. Inventory Control Form

TO DO ANYTHING ELSE NOT LISTED ABOVE CONTACT PURCHASING DEPARTMENT 3-2206

ANY QUESTIONS ON FORMS REQUIRED PLEASE CONTACT THE PURCHASING DEPARTMENT