



- If issues are not resolvable at the time of pickup, all surplus equipment listed on the RTF and the form itself will be left in the department for resolution. The department will need to reschedule a pickup in the future after the issues are resolved. To eliminate confusion about which equipment was taken and which was left, partial pickups will not be allowed.

For questions regarding surplus property pickup procedures call University Surplus and Salvage at 581-7917. For questions regarding the Retirement / Transfer Form call Property Accounting at 581-8673 or access the RTF at <http://fbs.admin.utah.edu/index.php/property/property-forms/>

Please pass along this memo to those individuals in your departments who are responsible for monitoring and maintaining your computer equipment. Thank you for your attention to this matter.