

## **Surplus Items**

Please complete and return to Danya Curtis (dacurtis@uada.edu) and/or Carla Rutherford (crutherford@uada.edu). All requested information can be found on the Asset in WD or Find Asset Report.							
WorkDay Asset Number (begins with AST-)	Asset Name	Description of Asset	Asset Identifier - Tag Number			Person Submitting Request	Surplus at M&R/Disposal