SWAP Surplus Property Evaluation Form

Please print this form and attach a copy to the item(s) that you are sending to SWAP that are valued at $75 or more, then save a copy to your hard drive for your records.

Date: _____ Department: _____

Name: _____

Email: _____

Phone: _____

Item Description:

Name/Type of Equipment: _____

Make: _____

Model: _____

Manufacture Date: _____

What is the item used for? _____

Condition of Equipment:

Cosmetic Condition: _____

Functionality Condition: _____

Last Date of Service/Calibration: _____

Missing/Broken Pieces (if any): _____

Have all hazardous materials (if any) been removed and has the item been appropriately cleaned of all hazardous chemicals (if necessary)? If not, please contact UW Safety before sending to SWAP. ☐ **Yes**

Included Equipment: ☐ Manual ☐ Power Supply/Cables ☐ CPU Controller ☐ Proprietary PC Cards and/or Hardware ☐ Service History Documentation

Additional Comments (Ex. What is wrong with the item? What is needed to fix it?

Save this PDF form to your hard drive for your records