

### Utah State Agency for Surplus Property

447 West 13800 South, Draper, UT 84020  
(801) 957-4553 FAX: (801) 957-4671

SP-1 Number _____ State Surplus Use Only
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Department: \_\_\_\_\_  
Division: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Location (Bldg & Room): \_\_\_\_\_

Date \_\_\_\_\_ Contact \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
DASID: \_\_\_\_\_ Object/Rev: \_\_\_\_\_  
Budget Manager (print name) \_\_\_\_\_

\*Name/Title/Phone of Contact Person

\*Signature of Division Head, Budget Manager, or Agent

Department Information							Purchasing Services to Complete	
Line	SLCC ASSET #	Item Description (Make,Model, Brand,Color,Type)	MANUFACTURER SERIAL NUMBER	Condition (E,G,F,P,U)	Trade In Value	Location (Bldg Rm#)	Date Picked Up	Picked up by (Signed)
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								

**Ensure all power cords, cable, software, etc., are included with item(s) for Surplus**

**Check box if Federal Asset Item has been cleared with SLCC Federal Grants Office. Contact Andrew Mingl @ (801) 957-4007**