LAKE WASHINGTON INSTITUTE OF TECHNOLOGY

This form is to be used for state property which has no further use. The college is committed to sustainable practices with a focus on reuse & recyling.

Surplus Property Inventory Sheet

Quantity	Item Description	Model	Serial	LWIT # (Tag)	VT #

Name	Department	Room #	Phone Number	Email

Surplus Pickup

Product(s) must be ready for pick up (boxed, wrapped or palletized). A complete form must be filled out and send to the Facility Support Request. Fill out MEGAMATION. Pickup is approximately 7 days after a request is submitted.

Items Not Accepted

1. Hazardous Chemical or Waste
2. Sharps such as used needles, used surgical knives
3. Friable Asbestos
4. Batteries (used alkaline batteries, example AA, C, D, AAA, 9volt)
5. Jars or containers that contain unknown liquids and powders
6. Barrels that contain oil or hazardous residues
7. Glass Thermometers that contain Mercury

* VT # - Old Vo Tech