How to submit a Surplus Transfer Request

Email the below details to fiscal@biology.ucsd.edu.

1. Create a material list including (the more you are able to fill out, the better!):
   - Quantity
   - Description of item(s)
   - Manufacturer
   - Model
   - Serial Number
   - UCID # (if applicable)
   - Condition of item(s) (e.g. broken, still working)
   - Estimate dimension of item(s) (e.g. LxWxH, weight)

2. Provide:
   - Contact person’s name, phone number, and email address
   - Pickup building and room number
   - Chartstring (Project # and Task#) to charge pickup fee on

3. Ensure computer hard drives and any other data storage media that contain sensitive data have been cleansed. Computers and data storage media will require cleansing verification labels. Affix verification labels (certified clean label sticker template) to the items before removal by surplus sales.
   - If you need any help with this, please contact our IT Team at help@biology.ucsd.edu.

4. Equipment that may have come in contact with hazardous materials must be certified contamination-free before you send it to Surplus Sales. Please contact EH&S at 858-534-2753 or ehsrap@ucsd.edu if there are any questions.