Terrapin Trader Surplus Property Release

Terrapin Trader Number _____

Dept Name (Do Not Abbreviate) _____

Dept Inventory Code _____

KFS # to Credit any Proceeds _____

Contact Person (Inventory Coordinator) _____

Building & Room _____

Phone _____

Items on Inventory must be listed separately. Other items may be listed separately or grouped if like items (ex. 5 chairs). *Please type or print.*

Univ Asset Tag if on Inventory	Mfg. Serial No.	Description (item, Manufacturer, Model, Est. Current Value if Known, etc.)	Approx Age	Does It Work? (Y/N)	FOR USE BY TERRAPIN TRADER ONLY		
					Disposition	Date of Sale	Sales Amount

I authorize the above items to be released to Terrapin Trader for disposal or resale in accordance with the existing policy and procedures.

Department Head Name _____

Department Head Signature _____

Phone _____

Picked up by _____

Date _____

Date _____

Instructions

Please Note:
The Terrapin Trader requires the removal of all data on computers or electronic storage devices*
prior to surplusing. The Sensitive Equipment Cleaning Form (SECF) is required to accompany all
sensitive equipment that contains personal or University information & software.

Terrapin Trader Surplus Property Surplus Property Cleaning Certification Form
This form must be completed and accompany all laboratory equipment and any equipment that may
have contained or used with dangerous or hazardous material.

1. Complete form and obtain department head signature & then...
2. Call **301-405-5267** to arrange for pick-up/drop off of surplus property...
   You will receive a Terrapin Trader Number specific to your pickup, place
   this number on all forms related to this pickup.
   Then email a copy of all related forms to terptrader@umd.edu or fax copies
   to either 301-314-7947 or 301-314-9255.
3. Have driver sign the original form when the pick-up is made
4. Make a copy for your file; give original form to driver