

DATE \_\_\_\_\_ ASSET CONTROL NUMBER \_\_\_\_\_

Computer asset disposals are processed by IT. Please attach signed forms to items and contact Technology Support x7284

THE OWNING DEPARTMENT DISPOSING/TRANSFERRING WILL PROVIDE:

Department Name \_\_\_\_\_

Description \_\_\_\_\_

If this asset was purchased on a grant, please provide grant number \_\_\_\_\_

Justification for disposal/transfer \_\_\_\_\_

APPROVAL FROM DEPARTMENT HEAD

Signature \_\_\_\_\_ Print Name \_\_\_\_\_

**DISPOSAL—THIS SYSTEM WILL BE DISPOSED**

**TRANSFER—THE RECEIVING DEPARTMENT WILL PROVIDE**  
Department Name \_\_\_\_\_  
APPROVAL FROM GAINING DEPARTMENT HEAD  
Signature \_\_\_\_\_ Print Name \_\_\_\_\_  
New Building and Room Number \_\_\_\_\_  
Custodian \_\_\_\_\_

Note: Turn asset in to Property Administration intact to include all attachments. For example, a computer should be complete with monitor, CPU, keyboard, mouse and all internal parts. For capitalized software, all computer disks/CDs and literature must also be turned in.

**IT/TECH SUPPORT SYSTEM SANITATION CERTIFICATION**  
Sanitized by (print) \_\_\_\_\_ Signature \_\_\_\_\_  
Date \_\_\_\_\_

DISPOSAL, PROPERTY ADMINISTRATION WILL PROVIDE:

- 1. Acquisition Cost \_\_\_\_\_
- 2. Date of Acquisition \_\_\_\_\_
- 3. Post necessary transaction to the department's account.
- 4. Updated copies of reports reflecting the change to the department head.

Posted by (print) \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_