	Warehouse work order number			
COMPUTER/HARD DRIVE SURPLUS FORM All This form is to be used for computer CPUs and hard drive.				
Instructions: (refer to Fiscal Policy No. FI0605): 1. List all tagged and untagged CPUs and Hard drives.	Date: _			
(Each item must be listed individually.) 2. Mail completed form to Purchasing Dept 4104 3. Retain a copy of the approved form. (Do not forward a copy to the Controller's Office) 4. Verify items are removed from Annual Equipment Inventory and hold form on file for 6 years.	Contact Name: _ Contact Number:			
	Email Address:			
	Department: _			
	Location of Surplus Items: _ Account Number:			
APPROVALS				
AFFRUVALO				

	Signature:	P	rint:	Date:
Warehouse	Signature:	Da	ate:	
	Description	Serial Number	UT Tag #	FOR WAREHOUSE USE (Sanitization Method / Notes)

Rev. 7-01-06

Current Custodial Department