EQUIPMENT DELETION FORM INSTRUCTIONS

Departmental Information (Section 1):

Contact Person: Enter the name of the person who can be contacted to obtain further information. Please also provide the contact person's phone number, e-mail address, and mail code on the appropriate lines.

Departmental Information: Enter the name of the SIU unit to which the equipment has been assigned and the unit number (user segment, if applicable). After the form has been completed, the unit officer should sign and date each page of the form to indicate his/her approval.

Computer Equipment Only (Section 2):

Please choose the type of transaction by clicking on the appropriate box.

Lost   Choose lost if you are unable to find an item after applying a good faith effort.

Stolen   Choose stolen if an item was taken from the University without permission. If Department of Public Safety was notified, mark "yes", provide the date notified, and attach a copy of the police report. If Department of Public Safety was not notified, please mark "no".

Cannibalize   Choose cannibalize if you are planning to use parts of the equipment to fix or repair another piece of equipment.

Trade-In   Choose trade-in if you are turning your equipment in to a vendor in order to obtain a trade-in allowance on the purchase of like-kind equipment.

Scrap on-site   Restricted use only. Contact **Property Control** (propertycontrol@siu.edu) for more information. Primarily for equipment that is located off-campus.

For cannibalization, scrap on-site, and trade in, all computer equipment must have all institutional data and software (including operating software) removed from all hard disk drives, tape drives, etc. in compliance with State of Illinois Public Act 93-0306 Data Security on State Computers Act. Computer equipment includes, but is not limited to, any storage device (computer, PDA, server, copier, etc.) that has the ability to store data and requires software to operate. In the event that the computer is defective and the hard drive cannot be scrubbed, please indicate that it was destroyed (shredded, drilled, etc.)

Name and signature of person performing overwrite is required.

Additional Information Enter any additional information that may be relevant.

Equipment Information (Section 3):

Inventory Tag No.   Enter the tag number of equipment item(s).

Description of Item(s)   Enter a brief description of the equipment item(s).

Serial Number   Enter the serial number of the equipment item(s).

Overwrite Application   Choose the overwrite application used from the drop-down menu.

Date Overwrite Performed   Enter the date the overwrite was performed.

Administrative Approvals (Section 4): (If Required):

Please have Dean or Director sign and date form to indicate his/her approval if required by your college. Approval by Dean or Director is not required by the Fixed Assets Department.