

# EQUIPMENT TRANSFER TO SURPLUS PROPERTY 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.

*From Unit:* 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.

*Pickup By:* Please check the appropriate box for transportation of your surplus equipment. If the PSO-Grounds box is checked transportation arrangements must be made directly with PSO-Grounds.

## Computer Equipment Only (Section 2):

The Data Security on State Computers Act (Public Act 93-0306) requires that computer hardware and magnetic media be cleared of all institutional data and software before being transferred to Surplus Property. A label must be placed on the left front face of the computer equipment certifying that the overwriting process has been completed. Plant and Service Operations will not pickup computer equipment that does not have a label.

Please check the appropriate box for the following questions:

*Has the computer equipment been scrubbed?*

*Is the scrub tag affixed to the equipment?*

## Equipment Information (Section 3):

*Driver Use Only* Please leave blank.

*Surplus Property Use Only* Please leave blank.

*Inventory Tag No.* Enter the tag number of equipment item(s). If the item is marked with an inventory tag (Blue or Red), enter "Blue Tag" or "Red Tag".

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

*Pickup Location* Enter the building number and room number where equipment item(s) is currently located. When possible, please submit a separate form for each building.

*Comments* Please leave blank.

*Driver Signature* Please leave blank. It will be signed by the driver picking up the equipment.

*Dept. Signature* Must be signed by a representative of the department verifying that the above mentioned equipment was present and picked up by Surplus Property or PSO-Grounds.

*Surplus Receipt* Please leave blank.

*Surplus Property Use Only* Please leave blank.

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

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