

# PROPERTY DISPOSITION FORM

Purpose (choose one)

Number	Serial Number	Description of Property <sup>1</sup>	Condition <sup>2</sup>	Location (Please indicate new location if item is being transferred)

<sup>1</sup>Digital devices, including but not limited to computers, servers, printers, copiers, scanners, and fax machines must be sanitized in accordance with the Digital Media Sanitation Policy before being disposed of or transferred.  
<sup>2</sup>For transfers between departments use Good, Fair, or Poor. For surplus or unusable property, use Working or Not Working

Comments \_\_\_\_\_

Current Property Custodian:

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

Signature \_\_\_\_\_ Date \_\_\_\_\_

Acquiring Department Property Custodian:

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

Signature \_\_\_\_\_ Date \_\_\_\_\_

**ITS USE ONLY**  
 I hereby certify that the digital devices listed above were sanitized in compliance with the Digital Media Sanitation Policy.  
 Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_