

Warehousing Control Number _____

Warehousing Work Order #: _____

COMPUTER / HARD DRIVE SURPLUS FORM AND CERTIFICATION OF SANITIZATION

This form is for computer CPUs, laptops, iPads, Tablets and hard drives. Do not list other computer peripherals such as monitors etc.

Date: _____ **Department:** _____
Contact Name: _____ **Building Name & Rm#:** _____
Contact Number: _____ **Cost Center/Acct #:** _____

INSTRUCTIONS (Refer to Fiscal Policy No. F10605):

1. Fill out above completely. Enter a short description, serial# and UT tag#. Stand-alone hard drives are subject to sanitization fees.
2. **TYPE** in form, Save & Email to Surplus Property at utwarehousing@utk.edu. You will be sent a confirmation email when received.
3. Do not forward a copy to the Controller's Office, as Surplus Property personnel will do this.
4. Reconcile to ensure that items have been removed from inventory. Keep a filed copy for six years.

APPROVALS (REQUIRED)
Current Custodial Department:
 Department Head Name: _____ Phone: _____ Date: _____
 Warehousing Signature: _____ Date: _____

DESCRIPTION	SERIAL#	UT TAG#	BOUGHT W/ FEDERAL GRANT \$\$\$?	WORKS		SANITIZATION METHOD	NOTES
				YES	NO		

*Revised 6/2016