Warehousing Control Number_____ Warehousing Work Order #: _____

COMPUTER / HARD DRIVE SURPLUS FORM AND CERTIFICATION OF SANITIZATION

This form is to be used only for computer CPUs, laptops, and hard drives. Do not list other computer peripherals such as monitors etc.

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

INSTRUCTIONS (*Refer to Fiscal Policy No. F10605*):

1. Fill out above **completely**. Enter description, serial# and UT tag#. (Stand-alone hard drives are subject to sanitization fees.)
2. **TYPE** in form, Save & Email to 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.
5. **Sign out of all APPLE hardware, DO NOT leave an icloud or apple account signed in on your hardware.**

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

Warehouse Use Only

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

*Revised 9/2017

HANDWRITTEN FORMS WILL **NOT** BE ACCEPTED