

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: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Contact Number: \_\_\_\_\_

Department: \_\_\_\_\_  
 Building & Rm #: \_\_\_\_\_  
 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](mailto: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: \_\_\_\_\_

### Warehouse Use Only

DESCRIPTION	SERIAL#	UT TAG#	WORKS		SANITIZATION METHOD	NOTES
			YES	NO		

\*Revised 7/2015