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 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: _____

Warehouse Use Only

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

*Revised 7/2015