

THE UNIVERSITY OF TEXAS SYSTEM ADMINISTRATION REPORT OF TRANSFER OF EQUIPMENT

Office Use Only
APS Date: _____

DATE: _____

THE FOLLOWING EQUIPMENT HAS BEEN TRANSFERRED

FROM:	TO:
DEPT.	*DEPT.
UNIT CODE:	UNIT CODE:
BUILDING/ROOM#:	BUILDING/ROOM#:
ADDRESS:	ADDRESS:

This completed and signed form must accompany the equipment being transferred. Upon receipt of the equipment, the receiving department must sign and forward this form to APS. APS will enter changes into *Define and send a signed copy to both the transferring and receiving department inventory contacts.

Prior to surplus, or transferring outside of UT System, all **computer related** equipment must receive approval and hard drive formatting from OTIS.

When formatting is complete, proceed with transfer, or, contact David Kruse for Surplus disposal, CLB 3.228, x4736.

OTIS Acknowledgement that formatting is complete	Date	Receiving Department Inventory Contact	Date
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Tool or method used to destroy data on hard drive(s)

Transferring Department Inventory Contact	Date	OTIS Surplus Approval	Date
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This form must be completed for all equipment, *whether or not* it has a numbered inventory tag. Please include serial numbers for all CPUs.

Equipment Inventory Number	Serial Number	DESCRIPTION	Inventory Carrying Value

*Equipment sent to surplus is temporarily secured by UT System Facilities. Upon coordination with UT Austin Surplus, items are transferred to, and picked up by, UT Austin for disposal in accordance with prevailing regulations.