

**UNIVERSITY OF LOUISIANA AT MONROE
PROPERTY CONTROL**

REQUEST FOR DISPOSITION OF COMPUTER EQUIPMENT (EXCLUDING MONITORS)

TO: Property Control Manager (FAX 3458)

DATE: _____

FROM: _____

PHONE: _____

DEPT: _____

SIGNATURE

INTERAGENCY TRANSFER ☐

AGENCY NAME: _____

CONTACT PERSON: _____

CHECK ONE: ☐ SURPLUS ☐ DISMANTLE FOR PARTS ☐ STOLEN (ATTACH COPY OF POLICE REPORT)

	DESCRIPTION / BRAND	TAG NO.	BLDG	ROOM	CONDITION
1.	_____				
2.	_____				
3.	_____				
4.	_____				
5.	_____				
6.	_____				
7.	_____				
8.	_____				
9.	_____				
10.	_____				

Data Sanitization: The ULM Computing Center is required to run data sanitization procedures on all computers regardless of location, content, or condition.

COMPLETED BY: _____
COMPUTING CENTER SIGNATURE

DATE

METHOD: _____

THIS SECTION IS TO BE COMPLETED AT THE TIME PROPERTY IS REMOVED

SIGNATURE OF RELEASING DEPARTMENT HEAD

DATE

PROPERTY CONTROL SIGNATURE

DATE

COMPLETED BY

DATE