

FORM 206 — DECLARATION OF SURPLUS PROPERTY OR TRANSFER

Dept. Name: _____ Date: _____

Dept. No.: _____ Location of Property: _____

Reason for Disposition Item(s) no longer required Lost or stolen* (attach explanation) Cannibalized

*(*Any property reported as lost or stolen with an original cost exceeding \$5,000 requires that written justification for removal from inventory must be attached to this form, signed by the Dean or Vice President of your area. Security will be notified.)*

Authorized Signature Date Person Submitting Form Date

Transfer to another CU department:

Receiving Department Name Dept. No. Authorized Signature Date

Transfer to other state agency:

Receiving Agency Name Authorized Signature Date

Any computer tape, disk (hard drive, CD or floppy) or other storage medium used to store University data must be totally erased or rendered unreadable before it is disposed of through departmental transfer or Surplus Property. Employees should contact their TSP's or CCIT personnel for assistance if necessary. HAS ALL SENSITIVE UNIVERSITY DATA BEEN TOTAL ERASED?

Yes No Hard Drive Removed Memory Removed

FOR SURPLUS PROPERTY USE ONLY

In Warehouse Sell as Scrap Landfill

Surplus Property Manager Date

Director of Purchasing Date

Fixed Assets Manager Date

REMARKS:

Quantity	Description of Property	Serial No. (Computers only)	Purchase Date MM/YYYY (if available)	Inventory Decal No. (if available)	Original Cost (if available)	Condition of Property