COMPUTER DECOMMISSIONING/SANITATION FORM

CUSTODIAN NAME	RELEASING CUSTODIAN NUMBER	DATE (MM/DD/YYY)

PREPARED BY	TRANSACTION NUMBER	ADDRESS/EXTENSION

HARD DRIVE STATUS CODES:

1. DECOMMISSIONED / SANITIZED & REINSTALLED **2. REMOVED & DESTROYED** **3. REMOVED & HELD BY DEPT.**

ASSET TAG NO(S)	COMPUTER MAKE, MODEL, SERIAL NUMBER - ALL INFORMATION REQUIRED	HARD DRIVE STATUS

FOR INFORMATION ON SURPLUSED COMPUTERS CONTACT:

NAME: EXTENSION: EQUIPMENT LOCATED AT:

I DO HEREBY CERTIFY THAT ALL DATA AND SOFTWARE HAS BEEN PURGED OR THE HARD DRIVE(S) HAVE BEEN HANDLED ACCORDING TO INDICATED STATUS CODE FOR THE COMPUTER EQUIPMENT LISTED ABOVE AND IS READY FOR TRANSFER TO PHYSICAL PLANT SURPLUS WAREHOUSE

SIGNED: SIGNED:

COMPUTER TECHNICIAN/SUPPORT STAFF DATE DEPARTMENT HEAD or DESIGNEE DATE