

Purpose (choose **one**):

- Transfer** (From one department and/or room to another. Both the Current and Acquiring Property Custodian must sign below.)
- Surplus Property** (The items are in working condition but not useable by current department. Items will be offered to other departments on campus. If no other department on campus can use them, they will be brought to the SF Board of Trustees for write-off.)
- Unusable Property to be Cannibalized** (The requesting department wishes to use parts of the items listed for their own use. This must be approved by the SF Board of Trustees PRIOR to cannibalization.)
- Unusable Property to be Scrapped** (The items listed are non-functional and repair is not cost-effective. This must be approved by the SF Board of Trustees PRIOR to disposal.)
- Property to be Returned to Agency with Title** (Use this selection when returning property on lease-purchase programs where the purchase option is not exercised. Approval from the SF Board of Trustees is not required, but they are to be notified when this occurs.)

SF Property Decal Number	Serial Number	Description of Property ¹	Condition ²	Location (Please indicate new location if item is being transferred)

¹Digital devices, including but not limited to computers, servers, printers, copiers, scanners, and fax machines must be sanitized by ITS in accordance with the Digital Media Sanitation Policy before being disposed of or transferred.

²For transfers between departments, use Good, Fair, or Poor. For surplus or unusable property, use Working or Not Working.

Comments _____

Current Property Custodian:

Name _____ Department Number _____

Signature _____ Date _____

Acquiring Department Property Custodian:

Name _____ Department Number _____

Signature _____ Date _____

ITS USE ONLY

I hereby certify that the digital devices listed above were sanitized in compliance with the Digital Media Sanitation Policy.

Name _____ Signature _____ Date _____