WICHITA STATE UNIVERSITY

Transfer Form

Property Control

Do you need the Physical Plant to transfer the item(s)? Y/N _____

If yes, have you submitted a Work Order? Y/N _____

Save a copy of the form to your PC, complete it, and email it to wsupropertycontrol@wichita.edu. Complete additional forms if you have more than 13 items or attach your internal list (document) that includes those items with this form.

Property Number (Serial number if no property number)	**Item(s) to be Transferred** (1 item per line. Include make & model.)	**Data Erased** Y/N	**Comments** (Please include the equipment condition.)	**Transfer To** Include Org#,Bldg./Rm#	**New Custodian**

Date _____ **Name (print)** _____**Ext.** _____ **Email** _____

Dept. Requesting Transfer _____ **Dept. Head/Supervisor Requesting Transfer Signature** _____ **Date** _____

Computer Data & Program Removal Acknowledgment

All data and programs on PCs or IT equipment must be removed to comply with software agreements and prevent data theft. IT must clear any applicable equipment before items can be redistributed, sold, donated, salvaged, or disposed. Get the proper signature if you have these types of items on your list.

Computer Technician Signature _____ **Date** _____ **TDX Ticket#**_____

PC & Warehouse Use Only. PC Process Date _____ PP Return Date _____ Property Control Int. _____ Date _____ Physical Plant Supervisor Int. _____ Date _____