

**Ecosystem Science & Management
Departmental Request to Transfer Property**

Inventory Number (AEX # or TAMU #) <i>If Non-Inventory, mark as NI</i>	Description of Item	Transfer Property To (Receiving Department)	Current Location (Building & Room)	Hard Disk Drives (*DNW, NHD, or HDE)
<i>For Example -- AEX 124848</i>	<i>HP Printer</i>	<i>Surplus</i>	<i>ANIN - Room 225</i>	<i>NA</i>

Person completing information above _____ (print name)
Email & Phone Number _____

THIS SECTION TO BE COMPLETED BY THE DEPARTMENTAL BUILDING CONTACT

Please check one of the following -
The item(s) will be delivered to Surplus
The item(s) will need to be picked up by Surplus. If checked, where will the item(s) be located so that Surplus can pick them up?

_____ Building
_____ Room

I hereby certify that to the best of my knowledge all of the property listed above is true and correct.

Signature Printed Name

Date

THIS SECTION TO BE COMPLETED BY THE DEPARTMENTAL IT STAFF

I hereby certify that the computer equipment listed above either does not work, does not contain hard-disk drive or contains a hard-disk drive that has been irreversibly erased of all software and data as indicated.

Signature Printed Name

Date

*DNW = Does Not Work
NHD = No Hard-Disk Drive
HDE = Hard-Disk Drive Erased

Questions completing this form - please contact 845-5034