

## Surplus Property

### Technology Related - Equipment Condition Report

This form is for use when transferring technology related equipment to the Campus Surplus Property Section for disposal. It is intended to identify surplus equipment that would be inappropriate for further use within the University because the equipment does not meet current computing or telecommunication standards or is not fully functional.

If a Computer is surplus, the Original Equipment Manufacturer (OEM) operating system license and other pre-installed software licenses must be included with the surplus. OEM software must remain with the computer for its useful life. This software can not be used on any other computer! The following should be part of the computer surplus (if available); original software on diskettes or CDs, manuals and printed materials, End-Users License Agreements, and Certificates of Authenticity.

A separate form is to be completed for each major item to be transferred. The form should be affixed to the top of the CPU, monitor, or other technology related item as appropriate. **Once all the technology related equipment has been tagged, then follow normal procedures for Surplus Property.**

IT Liaison Contact reviewing the equipment:  _____	Contact Extension:  _____	Equipment Type:  _____	If a Computer -- has the disk drive been erased -or- reformatted per campus policy?  Yes    N/A
Equipment Serial Number:  _____	Model Number:  _____		Are all features of the equipment currently functional? Yes No Details: _____ _____
UM Inventory Number: _____	Descriptive information (CPU speed, disk capacity, Etc.): _____ _____ _____		

Department:  _____	Authorized Departmental Signature:  _____
Phone Number:  _____	Date:  _____