

# Ecosystem Science & Management Departmental Request to Transfer Property

| Inventory Number (AEX # or TAMU #)<br><small>#) If Non-Inventory, mark as NI</small> | Description of Item | Transfer Property To<br>(Receiving Department) | Current Location (Building & Room) | Hard Disk Drives<br>(*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>                               |
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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