

TRANSFER OF UNIVERSITY PROPERTY

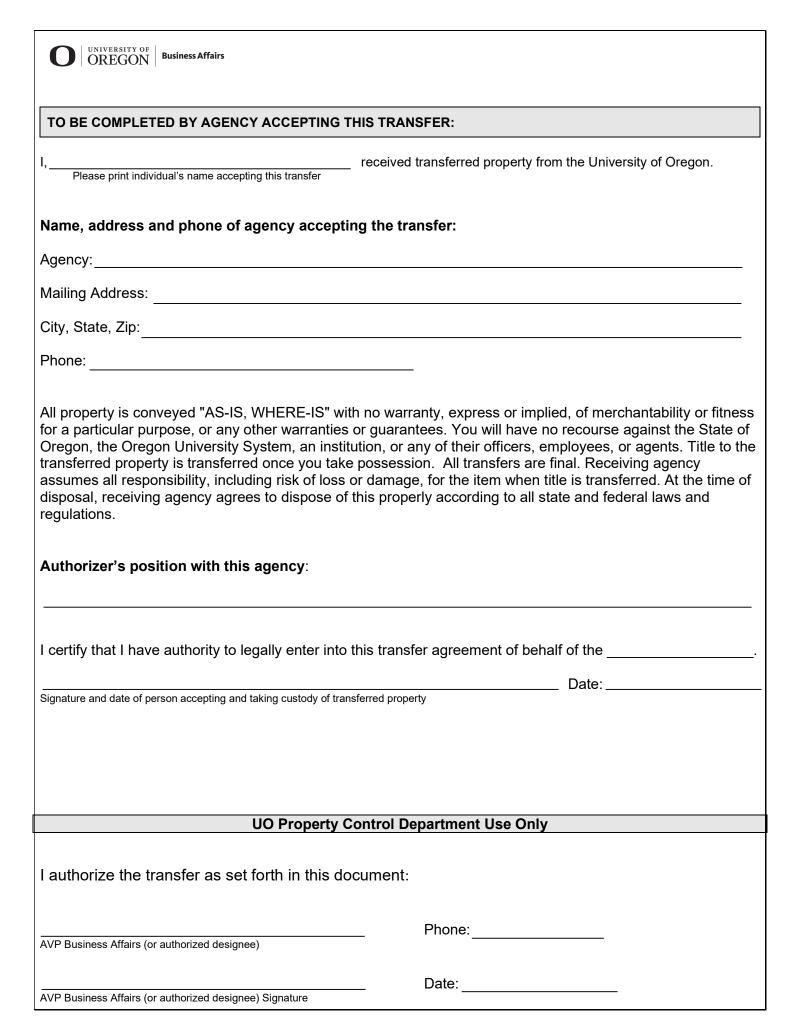
Property Control Department Phone (541) 346-1250 Fax (541) 346-2393

INSTRUCTIONS:

Return all completed pages to Business Affairs (BA) / Property Control Department / Thompson's University Center.

You must receive a copy of this signed authorization from Business Affairs before the transfer may take place.

TO BE COMPLETED BY DEPARTMENT INITIATING TRANSFER:			
Name of UO Department initiating the transfer:			
Departmental contact name (PRINT):	Phone:		
Intended agency of the transfer:			
Mailing address:			
Contact name for intended agency (PRINT):	Phone:		
ntact email: Web address (URL):			
(OAR 580-040-0305 Maintenance of Proper Inventory Records and Jefollowing:			
If purchased with federal funds identify the index: Federally Funded Surplus Property)	(per OAR 580-040-0306 Disposition of		
If acquired by Gift identify date acquired: Property Acquired by Gift)	(per OAR 580-040-0307 (Disposition of		
If computer, indicate date the data and software had been erong the computer and Other Electronic Storage Devices			
The University of Oregon follows federal laws that apply to equipment owned or leased by this agency. All hard drives (this includes instances where equipment has multiple hard drives) and electronic storage media should have all University of Oregon data properly removed prior to disposal or release. Data removal procedures should be properly documented in accordance with the software manufacturers' guidelines to prevent unauthorized release of sensitive and/or confidential information that may be stored on that equipment and other electronic media. This includes all computer equipment that has memory, such as personal computers, Personal Digital Assistants (PDAs), routers, firewalls and switches. Examples of other media include, but are not limited to, tapes, diskettes, CDs, DVDs, write-once-read-many (worm) devices, and Universal Serial Bus (USB) data storage devices. University departments will also ensure that all data being expunged has met the record retention requirements.			
I hereby certify thatused the above me University of Oregon licensed software from all data storage equipment.	thods of purging any UO confidential data and all		
Department head name:	Phone:		
Department head signature:			





Inventory of item(s) transferred

Asset Tag No.	Description	Quantity	Value_
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