UNIVERSITY OF
MASSACHUSETTS
AMHERST

Maryanne Garrand
Property Office
Ph: 545-6666
Fx: 545-4233

# Surplus Equipment Disposal and Transfer

## University of Massachusetts Amherst Equipment Inventory

***Only use this form when equipment is not being sold***

| | |
|---|---|
| **Department:** | **Contact:** |
| **Address:** | **Phone:** |
| | **Fax:** |

| | | |
|---|---|---|
| **Do you require moving services?** | **Yes** | **No** |

| | | |
|---|---|---|
| **For Transfer of equipment to another department, indicate new location** | **Department Name:** | **Building/Room:** |
| **Note items to be transferred with a "T" in last column below.** | | |

| UMA # | Equipment Description | Usable Y/N | Location: Bldg & Room | T |
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| Approvals | Print Name | Signature | Date |
|---|---|---|---|
| **Department** | | | |
| **Waste Mgmt. Moving** | | | |
| **Property Office** | **Send Original to Property Office for Official University Records** | | |

**Note: signature above acknowledges and attests to compliance with the following University policy on computer data security:**

*" It is the department's responsibility to ensure that all computers and electronic storage devices including but not limited to hard-drives, laptops, and servers have all personal, confidential files and licensed software removed before disposal."* ***See Policy #XXXX, May 2, 2005, www.umass.edu/recycle***