UNIVERSITY OF
MASSACHUSETTS
AMHERST

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Moving Services
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Surplus Equipment Disposal and Transfer Form (SED)

University of Massachusetts Amherst Equipment Inventory

Use this form only 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 name of new department, contact, building and room_____

Also, Note items to be transferred with a "T" in last column below.

UMA #	Equipment Description	Usable Y/N	Location: Bldg & Room	T

Approvals	Print Name	Signature	Date
Department			
OWM -Moving Svcs.			
Property Office	**OWM Sends Original SED 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."