

# Transfer of Property Form

**Form Distribution**

Print three (3) copies of this form after it is completed and signed. **Keep one copy and send two copies to: Property Control, Office of Financial Operations & Business Technology, Campus Box 38**

Please Check One  
Please transfer for us  
We are transferring

No.  
Date

Condition Codes - Department Use	
In working condition	1
Not working - serviceable	2
Not working - non-serviceable	3
Obsolete - working	4
Obsolete - not working	5
Lost or Stolen	6

Disposition Codes - Warehouse Only	
E-Cycle	E
Sell to FSP Participant	F
501(c)(3) Donation	G
Sell to Junkyard (KSA 68-2203)	J
Trans to Other State Agency	K
Sell on Purple Wave Auction	P
Redistribute to another dept.	R
Haul to a landfill	T

Property Number (serial number if no property number)	Items to be Transferred <u>ONLY 1 ITEM PER LINE</u>	Original Cost (To be Completed by Property Control)	Condi- tion Code	Data Erased X	TRANSFER FROM		TRANSFER TO		Comments	DIS- POSI- TION
					Org. #	Bldg - Rm.#	Org. #	Bldg - Rm.#		
					01					
02										
03										
04										
05										
06										
07										
08										
09										
10										
11										
12										
13										
14										
15										

**Signatures**

Form Prepared By \_\_\_\_\_ Telephone Ext \_\_\_\_\_ Campus Box \_\_\_\_\_

Department Supervisor Requesting Transfer \_\_\_\_\_ Property Control \_\_\_\_\_

Department Supervisor Receiving Transfer \_\_\_\_\_ Rec. Dept. Box # \_\_\_\_\_ Physical Plant Warehouse Supervisor \_\_\_\_\_

(Transfers between departments other than the Warehouse)

For Property Control Use Only  
PC Process Date: \_\_\_\_\_  
PP Return Date: \_\_\_\_\_  
FAUNAL/FAWOPD Date: \_\_\_\_\_  
OFF Campus Date: \_\_\_\_\_

**COMPUTER DATA & PROGRAM REMOVAL CERTIFICATION**

Before forwarding computers or other information technology resources to the WSU Physical Plant Warehouse for redistribution, sale, donation or salvage, all data and programs must be removed to comply with software agreements and to prevent data theft.

This is to certify that the computer equipment checked above in the Data Erased? column has been cleaned and all data and applications have been removed in compliance with University policy (Section 19.10, WSU Policies and Procedures Manual).

Department Head Approval \_\_\_\_\_

Authorized Computer Technician \_\_\_\_\_