



The University of Georgia

Property Control Office

Notice of Change in Departmental Equipment

To: Property Control Office

From: _____
Department Name

_____ Date

Please transfer the following items from my inventory account to the account indicated below. Computers on this transfer request have had their hard drives sanitized or have had the hard drive reformatted, depending on which process is appropriate, according to the guidelines found on the Office of Information Security web site. (http://infosec.uga.edu/guidelines/guideline_sanitizing_data.php)

By signing below I am certifying that this has been done.

Inventory Number	Serial Number	Brief Description of the Equipment	New Department Name		New Location of Item		Individual Receiving the Equipment
			New Inventory Acct #		Bldg #	Room #	
1. _____	_____	_____	_____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____	_____	_____	_____
6. _____	_____	_____	_____	_____	_____	_____	_____
7. _____	_____	_____	_____	_____	_____	_____	_____

Individual Requesting Transfer: _____
Name (print) Signature

Individual Receiving Transfer: _____
Name (print) Signature

Note: All fields must be completed or form will be returned to the individual requesting the transfer.