**UNIVERSITY OF UTAH RETIREMENT/TRANSFER FORM**

(See University of Utah Regulations Library - Policy 3-040)

Please mark the appropriate box indicating whether this form is being used as a **RETIREMENT** form or as a **TRANSFER** form. Do not mix transactions. See the instructions for assistance in completing this form. If you have additional questions, please call 581-8673 or 581-3973.

*For University Surplus and Salvage pickup, please complete the online Surplus Work Order Request form.*

- **RETIREMENT FORM**
- **TRANSFER FORM**

---

### RETIREMENT FORM

- **DEPARTMENT**
- **ORG ID**
- **CAMPUS ADDRESS**
- **TELEPHONE**
- **AUTHORIZED SIGNATURE**
- **NAME [PLEASE PRINT]**
- **TITLE**
- **DATE**

### TRANSFER FORM

- **DEPARTMENT**
- **Enter Your Department Name Here**
- **ORG ID**
- **CAMPUS ADDRESS**
- **TELEPHONE**
- **AUTHORIZED SIGNATURE**
- **NAME [PLEASE PRINT]**
- **TITLE**
- **DATE**

---

### TRANSFERRED FROM SECTION

- **DEPARTMENT**
- **University Surplus and Salvage**
- **ORG ID**
- **00365**
- **CAMPUS ADDRESS**
- **Bldg. 627**
- **TELEPHONE**
- **(801) 581-7917**
- **AUTHORIZED SIGNATURE**
- **NAME [PLEASE PRINT]**
- **Completed by Surplus**
- **TITLE**
- **DATE**

### TRANSFERRED TO SECTION

- **DEPARTMENT**
- **Enter Your Department Name Here**
- **ORG ID**
- **00000**
- **CAMPUS ADDRESS**
- **enter your campus address**
- **TELEPHONE**
- **(801) 581-7917**
- **AUTHORIZED SIGNATURE**
- **NAME [PLEASE PRINT]**
- **Your Name**
- **Your Title**
- **DATE**

### ASSET SECTION

<table>
<thead>
<tr>
<th>SEQ#</th>
<th>ASSET#</th>
<th>KIND OF TAG</th>
<th>DESCRIPTION</th>
<th>MAKE</th>
<th>MODEL</th>
<th>SERIAL</th>
<th>NEW LOCATION CODE</th>
<th>TRANS CODE</th>
<th>THEFT CASE#</th>
</tr>
</thead>
<tbody>
<tr>
<td>00001</td>
<td>1</td>
<td>Chair</td>
<td>DoMore green</td>
<td></td>
<td></td>
<td></td>
<td>SURSV</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>30</td>
<td>Chair</td>
<td>Hon with arms black</td>
<td></td>
<td></td>
<td></td>
<td>SURSV</td>
<td></td>
<td></td>
</tr>
<tr>
<td>100000</td>
<td>1</td>
<td>Computer</td>
<td>HP dc5750</td>
<td>12514151415</td>
<td>SURSV</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>02225</td>
<td>2</td>
<td>Laptop</td>
<td>Sony (bad motherboard)—Vaio</td>
<td>51584181</td>
<td>SCRAF</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>03435</td>
<td>2</td>
<td>Computer</td>
<td>Dell Optiplex GX620</td>
<td>152515748852</td>
<td>SURSV</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>Desk</td>
<td>Steelcase double pedestal</td>
<td></td>
<td></td>
<td></td>
<td>SURSV</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Desk</td>
<td>Hon single pedestal</td>
<td></td>
<td></td>
<td></td>
<td>SURSV</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Stapler</td>
<td>Broken</td>
<td></td>
<td></td>
<td></td>
<td>SCRAF</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>File Tray</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>SCRAF</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>10 x Keyboard</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>SURSV</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>10 x Mouse</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>SURSV</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Office Supply</td>
<td>Box of Misc.</td>
<td></td>
<td></td>
<td></td>
<td>SURSV</td>
<td></td>
<td></td>
</tr>
<tr>
<td>111112</td>
<td>1</td>
<td>Spectrophotometer</td>
<td>Beckman</td>
<td>11111</td>
<td>2222222</td>
<td>One Unit</td>
<td>SURSV</td>
<td></td>
<td></td>
</tr>
<tr>
<td>03245</td>
<td>2</td>
<td>Chart Recorder</td>
<td>Beckman</td>
<td>12251</td>
<td>2151515</td>
<td>Worth $3000.</td>
<td>SURSV</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

The New Location Code does not need to be completed when equipment is sent to Surplus.

All hard drives received at Surplus are destroyed. Policy 03-41.

Hard Drive Count: 3

Has the hard drive(s) been wiped clean with a University approved wipe utility? **Yes**

Is the hard drive(s) to be destroyed? **Yes**

Seq# filled in by Surplus.

REVISED 11/10