



**UNIVERSITY OF UTAH**  
**RETIREMENT/TRANSFER FORM**  
 (See University of Utah Regulations Library - Policy 3-040)

**RT Example**

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**

This section is for property leaving campus.

Number auto assigned. If problems downloading number please verify that JavaScript is enabled in your browser. Auto-numbering works best in Chrome or Chromium based Edge.

**RETIRED FROM SECTION**

DEPARTMENT	ORG ID	CAMPUS ADDRESS	TELEPHONE
AUTHORIZED SIGNATURE	NAME (PLEASE PRINT)	TITLE	DATE

**OR**

**TRANSFER FORM**

**TRANSFERRED FROM 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	TITLE Your Title	DATE

**TRANSFERRED TO 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

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

**COMPUTER SECTION**  
 (ONLY FOR TRANSFER TO UNIVERSITY SURPLUS)

Hard Drive Count 3

No Has the hard drive(s) been wiped clean with a University approved wipe utility?

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

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

Seq# filled in by Surplus.

**ASSET SECTION**

SEQ#	ASSET#	KIND OF TAG	ASSET DESCRIPTION				NEW LOCATION CODE (Code INTRA only)	TRANS CODE	THEFT CASE#
			DESCRIPTION	MAKE	MODEL	SERIAL			
	00001	1	Chair	DoMore	green			SURS\	
			30 x Chair	Hon	with arms	black		SURS\	
	100000	1	Computer	HP	dc5750	12514151415		SURS\	
	02225	2	Laptop	Sony (bad motherboard)	Vaio	51584181		SCRAF	
	03435	2	Computer	Dell	Optiplex GX620	152515748852		SURS\	
			5 x Desk	Steelcase	double pedestal			SURS\	
			Desk	Hon	single pedestal			SURS\	
			Stapler	Broken				SCRAF	
			File Tray					SURS\	
			10 x Keyboard					SURS\	
			10 x Mouse					SURS\	
			Office Supply	Box of Misc.				SURS\	
	111112	1	Spectrophotometer	Beckman	11111	222222	One Unit	SURS\	
	03245	2	Chart Recorder	Beckman	12251	2151515	Worth \$3000.		