



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 see RT Instructions, "If you are having trouble opening this document, click here".

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.		