CUBO 206 - revised 8/2017

Control No. _____
(For Surplus Property Office Use)

FORM 206 — DECLARATION OF SURPLUS PROPERTY OR TRANSFER

This form MUST be typed. Handwritten forms will NOT be accepted.

Dept. Name: _____ Date: _____

Dept. No.: _____ Location of Property: _____

Reason for Disposition ☐ Item(s) no longer required ☐ Lost or stolen* (attach explanation) ☐ Cannibalized

(*Any property reported as lost or stolen with an original cost exceeding $5,000 requires that written justification for removal from inventory must be attached to this form, signed by the Dean or Vice President of your area. Security will be notified.)

Authorized Signature _____ Date _____ Person Submitting Form _____ Date _____

Transfer to another CU department:

Receiving Department Name _____ Dept. No. _____ Authorized Signature _____ Date _____

Transfer to other state agency:

Receiving Agency Name _____ Authorized Signature _____ Date _____

Any computer tape, disk (hard drive, CD or floppy) or other storge medium used to store University data must be totally erased or rendered unreadable before it is disposed of through departmental transfer or Surplus Property. Employees should contact their TSP's or CCIT personnel for assistance if necessary. HAS ALL SENSITIVE UNIVERSITY DATA BEEN TOTAL ERASED?

Yes ☐ **No** ☐ **Hard Drive Removed** ☐ **Memory Removed** ☐

FOR SURPLUS PROPERTY USE ONLY

In Warehouse ☐ **Sell as Scrap** ☐ **Landfill** ☐

Surplus Property Manager _____ Date _____

Director of Purchasing _____ Date _____

Fixed Assets Manager _____ Date _____

REMARKS:

Quantity	Description of Property	Serial No. *(Computers only)*	Purchase Date MM/YYYY *(if available)*	Inventory Decal No. *(if available)*	Original Cost *(if available)*	Condition of Property