



Asset Management

Finance & Administration

UNIVERSITY OF GEORGIA

Notice of Change in Departmental Equipment

To: Asset Management

From: _____
Department Name

_____ Date

Please transfer the following items from my inventory account to the account indicated below. Computers on this transfer request which contain sensitive data have had their hard drive sanitized or reformatted, depending on which process is appropriate, according to the guidelines found on the Office of Information Security web site. (http://infosec.uga.edu/sate/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 Inventory Chart String	New Location Code Bldg Room	Individual Receiving the Equipment
1. _____	_____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____	_____
6. _____	_____	_____	_____	_____	_____
7. _____	_____	_____	_____	_____	_____

Individual Requesting Transfer: _____
Name (print) Signature

Individual Receiving Transfer: _____
Name (print) Signature