



# 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](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<br>New Inventory Chart String | New Location Code<br>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