

This form should be filled out when accountable property approved by the Board of Trustees or Property Survey Committee for write-off is being disposed of or transferred.

Decal #	Description of Property ¹	Serial Number	Disposition Method ²

¹Digital devices, including but not limited to computers, servers, printers, copiers, scanners, and fax machines must be sanitized by ITS in accordance with the Digital Media Sanitation Policy before being disposed of or transferred.

²Cannibalized, Scrapped, or Transferred

ITS USE ONLY

I hereby certify that the digital devices listed above were sanitized in compliance with the Digital Media Sanitation Policy.

Name _____ Signature _____ Date _____

Disposition Witness (must be someone other than Property Custodian):

I hereby certify that the items listed above were disposed of in the manner authorized by the Santa Fe College Board of Trustees.

Name _____ Position at SF _____

Signature _____ Date _____

For Transfers to Other Agencies Only:

Acquiring Agency Name _____

Agency Representative Name _____

Signature _____ Date _____

Return this form to the Property Office (F-033) when complete. Visit the Property web page at <http://www.sfcollege.edu/finance/index.php?section=property> or call Francisco Lopez at x5207 if you have any questions.