



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

REQUEST FOR APPROVAL OF SURPLUS PROPERTY

Department:	Orgn Code:	Date:
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Inventory Number	Serial Number	Item Description	SysAid Ticket	Condition	Disposition	Accepted/Rejected

<p>Confidential and Hazardous Certification: To be completed by Custodian/Delegate.</p> <p>I certify that all item(s) have been declared surplus and cleared of any hazardous material and/or confidential information (i.e. file cabinets, drawers, enclosed areas, etc.).</p> <p>Print Name: _____ Custodian/Delegate Signature: _____ Date: _____</p> <p>* Attach Decontamination Form (HSCEP OP 75.05, Attachment A) if applicable.</p>

To be completed by Information Technology.

<p>Computing Device Certification: To be completed by IT department & Spectrum Technologies Rep (ST).</p> <p>I certify the equipment above has been checked and cleared of any hard drive and/or storage media.</p> <p>Print Name: _____ ST Signature: _____ Date: _____</p> <p>Print Name: _____ IT Signature: _____ Date: _____</p>

Completed/signed forms should be emailed to: SurplusElp@ttuhsc.edu. Inventoried tagged items must also be transferred via the Property Inventory System. Please contact [Property Management](#) if you have any questions.