Transfer ownership of computers & other related hardware to the UWCX, CITS-Service Center.

Items to transfer to CITS include, but are not limited to: All unused, obsolete and broken desktop and laptop computers, keyboards, mice, speakers, external hard drives, USB flash drives, microphones, webcams, and printers.

DO NOT transfer telephones, software manuals, software installation CDs, DVDs, or diskettes, or any other miscellaneous items. Send those directly to SWAP.

☑ TRANSFER PROPERTY & SEND COMPLETED FORM TO:

UWCX Central ITS, Service Center
780 Regent Street, room 130

☐ CHECK HERE TO REQUEST PICK-UP

<table>
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<tr>
<th>QUANTITY</th>
<th>DESCRIPTION</th>
<th>MANUFACTURER and MODEL</th>
<th>ASSET TAG ID and/or SERIAL NUMBER</th>
<th>LOCATION</th>
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Central IT Services will send a copy of all Property Disposition Forms received from UW-Extension Departments to the UW-EX Purchasing office.

Institution: (check one)  ☐ UW Colleges  ☐ UW-Extension  ☐ UWCX

Transferred From: ____________________________________________________________

(Division/Department)

Date property available for pickup: ____________________________________________

Date when data may be deleted: ________________________________________________

Signature of Department Chair: ________________________________________________

(REQUIRED)

Print name: __________________________________________ Date: ___________________

For use by Central IT Services

Received By: __________________________________________ Date Form Received: __________

Record Keeping: ☐ Form sent to UWEX Purchasing if from UWEX Department  ☐ Inventory updated

1/13/2014