Transfer ownership of desktop and/or laptop computers, peripheral computer items, e.g., keyboard, mouse, speakers, and/or local and network printers to the UWCX, Central ITS-Service Center, 780 Regent Street.

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

☑ TRANSFER Property, & send completed form to:

UWCX Central ITS, Service Center  
Lisa Steckelberg, Business Manager  
780 Regent Street, room 130

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<tr>
<th>QUANTITY</th>
<th>DESCRIPTION</th>
<th>MANUFACTURER &amp; MODEL</th>
<th>ASSET TAG ID and/or SERIAL #</th>
<th>LOCATION</th>
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**NOTE:** Central IT will send a copy of any Property Disposition Forms received from UW Extension Departments to UW Extension Purchasing.

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 UWCX Central ITS

Date Received: ____________________________  
Initial: ____________________________

☐ Form sent to UWEX Purchasing  ☐ Inventory updated

11/18/2012