

Property Disposition Request

Email completed form to surplus.services@state.mn.us or fax to 651-639-4026.

Department/Agency:		Division:		Section:		Date:	
Address:		City, State, Zip Code:		Contact Person:		Phone:	
Recommended Disposition:		<input type="checkbox"/> To Surplus Services		<input type="checkbox"/> Transfer		<input type="checkbox"/> Sale	
		<input type="checkbox"/> Recycle/ Scrap		<input type="checkbox"/> Other			
Other Instructions:							
General use classification of property: (See page 2 if any items are computers with hard drives)							
Item	Quantity	Complete Description*	Condition	Estimated Value	Desired Price		
Speed Type			Fin Dept				
*Asset number, weight, dimensions, vehicle identification number, etc. I certify that this is state-owned property and is not subject to any lien, restriction or other encumbrance.			Fund				
			Account				
			Sub				
			Appr ID				
			Project ID				
Authorized Signature		Title	Date	PC Bus. Unit			
Surplus Services Use Only							
				Disposition Date:			
				Funds Deposit Date:			
				Surplus Services Authorization:			

Certification of Data Removal from Surplus Computers

Hard drives of surplus computers must be sanitized in accordance with
OET Sanitization and Destruction Standards 6/01/2010.

	Computer Serial Number	Software Used
1		
2		
3		
4		
5		
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7		
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12		
13		
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23		
24		
25		

I hereby certify that the computers identified above have had the hard drive sanitized in accordance with the OET Sanitization and Destruction Standards.

Name Date

Signature Agency