

## **Property Disposition Request**

Email completed form to <a href="mailto:surplus.services@state.mn.us">surplus.services@state.mn.us</a> or fax to 651-639-4026.

Department/Agency:			Section:					Date:					
Address:			Contact Person:					Phone:					
Recommended Disposition: To Su Other Instructions:				Sale Recyc			le/	e/ Scrap [			Other		
General use classification of property: (See page 2 if any items are computers with hard drives)  Item Quantity Complete Description*  Condition Estimated Description*								sire	<u>-</u>				
Complete Description* Condition								Value			Price		
				Fir	n Dept								
*Asset number, weight, dimensions, vehicle identification number, etc.					Fund								
I certify that this is state-owned property and is not subject to any lien, restriction or other encumbrance.					Account								
				Sub									
				A	ppr ID								
				Proj	ect ID								
Authorized Signature Title Date						PC Bus. Unit							
	Surplus Se	rvices Use Only	у	T = -									
					Disposition Date:								
					Funds Deposit Date:								
					Surplus Services Authorization:								
	erty: <b>(See p</b>	To Surplus Services  erty: (See page 2 if any items a  Complete Descript  ons, vehicle identification numb property and is not subject to are:  Title	City, State, Zip Code:  To Surplus Services  Transfer  erty: (See page 2 if any items are computers  Complete Description*  ons, vehicle identification number, etc.  property and is not subject to any lien,  Title Date	To Surplus Services  Transfer  erty: (See page 2 if any items are computers with  Complete Description*  ons, vehicle identification number, etc.  property and is not subject to any lien,	City, State, Zip Code:  To Surplus Services  Transfer  Sale  erty: (See page 2 if any items are computers with hard driv  Complete Description*  Fire  ons, vehicle identification number, etc.  property and is not subject to any lien,  Title  Date  PC Bus  Surplus Services Use Only  Disposition  Funds:	City, State, Zip Code:  Contact Person:  To Surplus Services  Transfer  Sale  erty: (See page 2 if any items are computers with hard drives)  Complete Description*  Cond  Fin Dept  ons, vehicle identification number, etc.  Fund  Account  Sub  Appr ID  Project ID  Title  Date  PC Bus. Unit  Funds Depos	City, State, Zip Code:  Transfer  Sale  Recyclerty: (See page 2 if any items are computers with hard drives)  Complete Description*  Condition  Fin Dept  ons, vehicle identification number, etc.  Fund  oroperty and is not subject to any lien,  Sub  Appr ID  Project ID  Title  Date  PC Bus. Unit  Funds Deposit Date:  Funds Deposit Date:	City, State, Zip Code:  To Surplus Services  Transfer  Sale  Recycle/  Perty: (See page 2 if any items are computers with hard drives)  Complete Description*  Condition  Fin Dept  Inst, vehicle identification number, etc.  Property and is not subject to any lien,  Sub  Appr ID  Project ID  Title  Date  PC Bus. Unit  Disposition Date:  Funds Deposit Date:	City, State, Zip Code:  Contact Person:  Pho To Surplus Services  Transfer  Sale  Recycle/ Scrap  Condition  Estim Val  Condition  Fin Dept  Inspect of Surplus Services  Fin Dept  Account  Sub Appr ID Project ID Title Date  PC Bus. Unit  Surplus Services Use Only  Disposition Date:  Funds Deposit Date:	City, State, Zip Code:  To Surplus Services  Transfer  Sale  Recycle/ Scrap  Transfer  Condition  Estimater Value  Transfer  To Surplus Services  Transfer  Condition  Estimater Value  Transfer  Fin Dept  Fund  Account  Account  Account  Appr ID  Project ID  Project ID  Title  Date  PC Bus. Unit  Disposition Date:  Funds Deposit Date:	City, State, Zip Code:  To Surplus Services  Transfer  Sale  Recycle/ Scrap  Complete Description*  Complete Description*  Condition  Fin Dept  Inst, vehicle identification number, etc.  Fund  Account  Sub  Appr ID  Project ID  Project ID  Title  Date  Surplus Services Use Only  Disposition Date:  Funds Deposit Date:	City, State, Zip Code:  Transfer  Sale  Recycle/ Scrap  Ot  Transfer  Sale  Recycle/ Scrap  Ot  Transfer  Condition  Condition  Estimated Devalue  Percycle  Condition  Fin Dept  Fin Dept  Fund  Account  Sub  Appr ID  Project ID  Title  Date  PC Bus. Unit  Disposition Date:  Funds Deposit Date:	City, State, Zip Code:    Transfer   Sale   Recycle/ Scrap   Other

## **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								
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I her	reby certify that the computers identified above have had the	ne hard drive sanitized in accordance with the OET Sanitization and on Standards.						
Nam	ne	Date						
Signature		Agency						