

COMPUTER DECOMMISSIONING/SANITATION FORM						
RELEASING CUSTODIAN NAME and NUMBER				DATE (MM/DD/YYY)	DATE (MM/DD/YYY)	
PREPARED BY TRANSACTION NUMBER			₹	ADDRESS/EXTENSION		
				OSUIT: 1801 E 4th St., Okmulgee, OK 74447; 918.293.5236		
HARD DRIVE STATUS CODES: (To be completed by Technology Services)						
1. DECOMMISSIONED/SANITIZED & REINSTALLED F <u>OR INTERDEPARTMENTAL TRANSFER ONLY</u>						
2. REMOVED & DESTROYED (RECOMMENDED)						
3. REMOVED, DECOMMISSIONED & HELD BY DEPT. OR IT DESKTOP SUPPORT						
	4. NO	HARD DRIVE				
ASSET TAG NO(S)		COMPUTER MA	KE, M	DDEL, SERIAL NUMBER - ALL INFORMATION REQUIRED	HARD DRIVE STATUS	
FOR INFORMATION ON SURPLUSED COMPUTERS CONTACT: NAME: EXTENSION: EQUIPMENT LOCATED AT:						
DO NOT WRITE BELOW THIS LINE. FOR TECHNOLOGY SERVICES USE ONLY!						
I DO HEREBY CERTIFY THAT ALL DATA AND SOFTWARE HAS BEEN PURGED OR THE HARD DRIVE(S) HAVE BEEN HANDLED ACCORDING TO THE INDICATED STATUS CODE FOR THE COMPUTER EQUIPMENT LISTED ABOVE AND IS READY FOR TRANSFER TO THE PHYSICAL PLANT SURPLUS WAREHOUSE. ANY HARD DRIVE WITH A STATUS CODE OF 2 HAS BEEN DESTROYED IN ACCORDANCE WITH POLICY. NUMBER OF HARD DRIVES DESTROYED						
COMPLITER TECHNICIAN/SUPPORT STAFF DATE DEPARTMENT HEAD OR DESIGNEE DATE						