

Texas A University-Commerce
Transfer of Computer Equipment Form
Property Management Services

INV906a

Financial Services

Texas A&M University-Commerce will be required to certify that all software and data contained on the hard disk drive of any computer (notebook, micr, mini or mainframe) has been irreversibly erased before the computer is transferred or removed if going to surplus and intended for TDCJ. This requirement is intended to assure that neither licensed nor confidential information is inadvertently turned over to unauthorized persons when computers are transferred or sold.

This procedure includes any computer equipment containing a hard drive.
 The department is responsible for contacting CTIS for reformatting the hard drive.
 If you have any questions regarding this procedure, please contact Property Management.

THIS FORM MUST BE COMPLETED AND SIGNED BY A REPRESENTATIVE OF COMPUTING, TELECOMMUNICATIONS, AND INFORMATION SYSTEMS (CTIS) AND MUST BE ATTACHED TO THE CORRESPONDING PROPERTY TRANSFER FORM (INV906) WHENEVER COMPUTER EQUIPMENT IS TRANSFERRED OR SOLD.

 Department

 Phone Number

Asset Number	Format and Leave Operating System	Hard Disk Drive Removed
	Dept to Dept	Dept to Surplus
1 _____	<input type="checkbox"/>	<input type="checkbox"/>
2 _____	<input type="checkbox"/>	<input type="checkbox"/>
3 _____	<input type="checkbox"/>	<input type="checkbox"/>
4 _____	<input type="checkbox"/>	<input type="checkbox"/>
5 _____	<input type="checkbox"/>	<input type="checkbox"/>
6 _____	<input type="checkbox"/>	<input type="checkbox"/>
7 _____	<input type="checkbox"/>	<input type="checkbox"/>
8 _____	<input type="checkbox"/>	<input type="checkbox"/>
9 _____	<input type="checkbox"/>	<input type="checkbox"/>
10 _____	<input type="checkbox"/>	<input type="checkbox"/>

CTIS Use Only		
I, the undersigned, certify that the computer equipment identified below either does not work, does not contain a hard disk drive or contains a hard disk drive that has been irreversibly erased of all software and data as indicated.		
_____	_____	_____
CTIS Representative	Printed Name	Date