COMPUTER DECOMMISSIONING/SANITATION FORM

CUSTODIAN NAME	RELEASING CUSTODIAN NUMBER	DATE (MM/DD/YYY)
University Accounting	1086003	10/19/2023

PREPARED BY	TRANSACTION NUMBER	ADDRESS/EXTENSION
First Last	DC-10/19/23-3	304 Whitehurst, 405-744-5865

HARD DRIVE STATUS CODES:

1. DECOMMISSIONED/SANITIZED & REINSTALLED *FOR INTERDEPARTMENTAL TRANFER ONLY*
2. REMOVED & DESTROYED (RECOMMENDED)
3. REMOVED, DECOMMISSIONED & HELD by DEPT or IT DESKTOP SUPPORT

ASSET TAG NO(S)	COMPUTER MAKE, MODEL, SERIAL NUMBER - ALL INFORMATION REQUIRED	HARD DRIVE STATUS
NA-4	Dell desktop computer Optiplex 5050, serial number 4BC8MYC	2
269979	Dell laptop computer Latitude 5530, serial number 9RJDMBI	2
280329	Dell laptop computer Latitude 5400, serial number 3GPXQS1	2
NA-7	HP LaserJet Printer P3015, serial number CND369AB2	2

CONTACT FOR QUESTIONS OR MORE INFORMATION:

NAME: First Last PHONE NUMBER: 405-744-5865

I DO HEREBY CERTIFY THAT ALL DATA AND SOFTWARE HAS BEEN PURGED OR THE HARD DRIVE(S) HAVE BEEN HANDLED ACCORDING TO INDICATED STATUS CODE FOR THE COMPUTER EQUIPMENT LISTED ABOVE AND IS READY FOR TRANSFER TO PHYSICAL PLANT SURPLUS WAREHOUSE

SIGNED: Signature Here 10/19/23
COMPUTER TECHNICIAN/SUPPORT STAFF DATE

SIGNED: Signature Here 10/19/23
DEPARTMENT HEAD or DESIGNEE DATE