

COMPUTER DECOMMISSIONING/SANITATION FORM					
RELEASING CUSTODIAN NAME and NUMBER DATE (MM/DD/YYY)					
				DATE (MM/DD/YYY)	
Choose from drop down menu ADDRESS/EXTENSION 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 FOR INTERDEPARTMENTAL TRANSFER ONLY					
2. REMOVED & DESTROYED (RECOMMENDED)					
	3. REN	IOVED, DECOMMISSIONED & HELD B	DEPT. OR IT DESKTOP SUPPORT		
	4. NO	HARD DRIVE			-
ASSET TAG NO(S)		COMPUTER MAKE, M	DDEL, SERIAL NUMBER - ALL INFORMATI	ON REQUIRED	HARD DRIVE STATUS
FOR INFORMATION ON SUNAME:	JRPLUSE	D COMPUTERS CONTACT: EXTENSION:	EC	QUIPMENT LOCATED AT:	
DO NOT WRITE BELOW THIS LINE. FOR TECHNOLOGY SERVICES USE ONLY!					
	TIFY TH	IAT ALL DATA AND SOFTWARE HAS I OMPUTER EQUIPMENT LISTED ABOV	EEN PURGED OR THE HARD DRIVE	S) HAVE BEEN HANDLED ACCORDING THE PHYSICAL PLANT SURPLUS WAI	
DESTRUCTION WITN	IESSED	BY		BER OF HARD DRIVES ROYED	
COMPUTER TECHNICIAN/	SUPPOR	T STAFF DATE		DEPARTMENT HEAD OR dESIGNEE DATE	

COMPUTER TECHNICIAN/SUPPORT STAFF