TEXAS TECH UNIVERSITY
REQUEST TO HAVE PROPERTY PICKED UP BY SURPLUS

I have transferred the following items listed and described below through the online inventory system and request that they be picked up by Surplus

DEPARTMENT	ORG #	DATE

Transfer #	Asset Tag #	Description	Serial Number

NOTE: If any of the above items are computers, please fill out the below certification.

I CERTIFY THAT THE HARD DRIVE HAS BEEN ERASED (check yes or no) _____ **YES** _____ **NO**

I CERTIFY THAT THE EQUPMENT HAS BEEN CHECKED FOR HAZARDOUS MATERIALS.

_____ _____

Signature **Date**

Attachment M
OP 63.08
4/18/14