



TRANSFER OF UNIVERSITY PROPERTY

For the permanent transfer or donation of any university equipment to an outside agency

Return completed form to Property Control, Business Affairs, Thompson's University Center. Contact: propertycontrol@uoregon.edu

You must receive authorization from Business Affairs before the transfer may take place.

FOR THE DEPARTMENT INITIATING TRANSFER:

UO Department initiating the transfer: _____

UO Department contact name (print): _____ Email: _____

If purchased with **federal funds** identify the index: _____ If acquired by **gift** identify date acquired: _____

I certify that on _____ (date), _____ (name) purged all UO confidential data and all UO licensed software from all data storage equipment, according to UO Data Sanitization Procedures set by Information Services. This includes all computer equipment that has memory, such as personal computers, phones, tablets, routers, switches, CDs, DVDs, USBs, or equipment with such devices contained therein.

OR

I certify that there is no data-containing equipment included in this transfer

Department head name (print): _____ Email: _____

Department head signature: _____ Date: _____

FOR THE AGENCY ACCEPTING THIS TRANSFER:

Agency: _____

Agency contact name (print): _____ Email: _____

Contact's position within the agency: _____

Mailing Address: _____

All property is conveyed "AS-IS, WHERE-IS" with no warranty, express or implied, of merchantability or fitness for a particular purpose, or any other warranties or guarantees. You will have no recourse against the State of Oregon, the University of Oregon, or any of their officers, employees, or agents. Title to the transferred property is transferred once you take possession. All transfers are final. The receiving agency assumes all responsibility, including risk of loss or damage, for the item when title is transferred. At the time of disposal, the receiving agency agrees to dispose of this property according to all state and federal laws and regulations.

I certify that I have authority to legally enter into this transfer agreement on behalf of the above agency.

Signature of person taking custody of transferred property Date: _____

