



TRANSFER OF UNIVERSITY PROPERTY

Property Control Department
Phone (541) 346-1250 Fax (541) 346-5820

INSTRUCTIONS:

Return all completed pages to the Business Affairs Office (BAO) / Property Control Department / Oregon Hall. **You must receive a copy of this signed authorization from the BAO before the transfer may take place.**

TO BE COMPLETED BY DEPARTMENT INITIATING TRANSFER:

Name of UO Department initiating the transfer: _____

Departmental contact name (PRINT): _____ Phone: _____

Intended agency of the transfer: _____

Mailing address: _____

Contact name for intended agency (PRINT): _____ Phone: _____

Contact email: _____ Web address (URL): _____

(OAR 580-040-0305 Maintenance of Proper Inventory Records and Justification of Sale or Disposal) Complete the following:

If purchased with federal funds identify the index: _____ *(per OAR 580-040-0306 Disposition of Federally Funded Surplus Property)*

If acquired by Gift identify date acquired: _____ *(per OAR 580-040-0307 (Disposition of Property Acquired by Gift)*

If computer, indicate date the data and software had been erased _____ *(per OAR 580-040-0311 (Disposal of Computer and Other Electronic Storage Devices and Media)*

The University of Oregon follows federal laws that apply to equipment owned or leased by this agency. All hard drives (this includes instances where equipment has multiple hard drives) and electronic storage media should have all University of Oregon data properly removed prior to disposal or release. Data removal procedures should be properly documented in accordance with the software manufacturers' guidelines to prevent unauthorized release of sensitive and/or confidential information that may be stored on that equipment and other electronic media. This includes all computer equipment that has memory, such as personal computers, Personal Digital Assistants (PDAs), routers, firewalls and switches. Examples of other media include, but are not limited to, tapes, diskettes, CDs, DVDs, write-once-read-many (worm) devices, and Universal Serial Bus (USB) data storage devices. University departments will also ensure that all data being expunged has met the record retention requirements.

I hereby certify that _____ used the above methods of purging any UO confidential data and all University of Oregon licensed software from all data storage equipment.

Department head name: _____ Phone: _____

Department head signature: _____ Date: _____



TO BE COMPLETED BY AGENCY ACCEPTING THIS TRANSFER:

I, _____ received transferred property from the University of Oregon.
Please print individual's name accepting this transfer

Name, address and phone of agency accepting the transfer:

Agency: _____

Mailing Address: _____

City, State, Zip: _____

Phone: _____

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 Oregon University System, an institution, or any of their officers, employees, or agents. Title to the transferred property is transferred once you take possession. All transfers are final. Receiving agency assumes all responsibility, including risk of loss or damage, for the item when title is transferred. At the time of disposal, receiving agency agrees to dispose of this property according to all state and federal laws and regulations.

Authorizer's position with this agency:

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

_____ Date: _____

Signature and date of person accepting and taking custody of transferred property

UO Property Control Department Use Only

I authorize the transfer as set forth in this document:

BAO Director (or authorized designee)

Phone: _____

BAO Director (or authorized designee) Signature

Date: _____



Inventory of item(s) transferred

Asset Tag No.	Description	Quantity	Value