Equipment Retirement Checklist

Item(s): ________________________________________________

Start Date: _____________________________________________

Submitted for retirement by: _____________________________

Approved for retirement by: _____________________________

Destination: __ Bargain Barn/Salvage  Other ____________

Prepared for retirement by CRS or: ______________________

Manufacturer / Model: __________________________________

UC Property #: ________________________________________

Serial #: _____________________________________________

Date

_____ 1. All parts gathered (cables, manuals, etc.)

_____ 2. Data removed from hard drives

_____ 3. Tagged and placed in storeroom or _____________

_____ 4. CRS inventory adjusted (if applicable)

_____ 5. Submit form to IPM Equipment Inventory Custodian

_____ 6. Contact Bargain Barn (or ____________) re item.

_____ 7. IPM Equipment Inventory adjusted (if applicable)

_____ 8. Item picked up or delivered to _________________