



TEXAS SOUTHERN UNIVERSITY  
 OFFICE of PROPERTY MANAGEMENT  
 713.313.7943 / propertymanagement@tsu.edu

Transfer of Data Processing Equipment-Computers, Laptops, Tablets, iPads, Copiers, Printers, etc.  
 (Supplement to Standard Transfer Request form)

Complete all sections for each property being transferred and **SECURELY** attach to the approved Standard Transfer Request form.

1. Department Name: \_\_\_\_\_ Banner Orgn. # \_\_\_\_\_
2. Date: \_\_\_\_\_
3. TSU Property #(s): \_\_\_\_\_
4. Property Serial #(s): \_\_\_\_\_
5. Property Description(s): \_\_\_\_\_
6. I certify that all confidential and security sensitive information, including all licensed software and data files, have been removed from the data processing equipment identified.

\_\_\_\_\_  
 Name of Person Removing Data

\_\_\_\_\_  
 Department (Campus OIT, InfoSec, College IT, etc.)

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

7. Describe the method utilized to remove all data: \_\_\_\_\_  
 A. System hard-drive DOD wiped: Yes \_\_\_ No \_\_\_ Linux base system installed after DOD wipe: Yes \_\_\_ No \_\_\_
8. Property transferred to: Central WHSE \_\_\_ Other \_\_\_\_\_ Transferred by: \_\_\_\_\_

**Property Management Use Only:**

Date Received: \_\_\_\_\_ Processed by: \_\_\_\_\_ Date Transfer Authorized: \_\_\_\_\_

Transfer W/O#: \_\_\_\_\_ InfoSec W/O#: \_\_\_\_\_ Date: \_\_\_\_\_

Date Property Received at Warehouse (if Applicable) \_\_\_\_\_