



COUNTY OF SAN DIEGO
Department of Purchasing and Contracting
DISPOSITION OF MINOR EQUIPMENT

IT items only -
Supplemental Required

CONTROL NO.:
(Assigned by Property Disposal)

Non IT items only

1 CATEGORY: APPLIANCES, BOOKS, CHILDREN, DESK TOP EQUIPMENT, EQUIPMENT, FURNITURE, HEAVY EQUIPMENT, MEDICAL, OFFICE SUPPLIES, TECHNOLOGY	2 CONDITION NEW, USABLE, BROKEN, OBSOLETE, LE ONLY	3 DESCRIPTION - USE NAMING CONVENTIONS FOR CLARITY - CONSOLIDATE LIKE ITEMS	4 LISTING NO. OR N/A REQUIRED	5 ITEM QUANTITY	6 NOTES
7 REQUESTING DEPT-DIVISION 8 ORG. NO. 12 PROPERTY DISPOSAL 13 ORG. NO. 9 PRINTED NAME OF REQUESTOR OR AUTHORIZED SIGNOR 10 DATE 14 PRINTED NAME OF APPROVING OFFICER 15 DATE 11 AUTHORIZED SIGNOR SIGNATURE 16 AUTHORIZED SIGNATURE REQUEST FOR DISPOSITION: ☐ SALE, SALVAGE OR OTHER DISPOSAL VIA AUCTION HOUSE ☐ DONATION TO FUTURES (SUPPLEMENTAL REQUIRED) ☐ DONATION TO: _____ ☐ ONSITE DISPOSAL (DOCUMENTATION ATTACHED) ☐ DESTRUCTION (DOCUMENTATION ATTACHED) ☐ MOBILE DEVICE RECYCLING (SUPPLEMENTAL REQUIRED) ☐ OTHER **SPECIAL NOTE FOR ALL COUNTY PROPERTY: IT IS THE DEPARTMENTS RESPONSIBILITY TO ENSURE THAT ALL COUNTY TAGS, SENSITIVE & OPERATIONAL MATERIALS AND INFORMATION HAVE BEEN PHYSICALLY REMOVED OR SCRUBBED FROM THE ITEMS LISTED ABOVE.** SENDER'S INFORMATION: CONTRACTOR /STAFF: PHONE: EMAIL: SPECIAL CONSIDERATIONS EQUIPMENT LOCATION: ADDRESS: ADDITIONAL INFORMATION REQUESTOR SIGNATURE: DATE: PROPERTY DISPOSAL OR DEPARTMENTAL NOTES: ADD CONTRACT AND INTERNAL DEPT INFO HERE - IF APPLICABLE, OR LEAVE BLANK CONTRACT #: PROGRAM DEPT. AUTH OR COR SIGNATURE CONTRACTOR:					
I CERTIFY THAT DEPT GAVE IT TECH ALL LISTED IT ITEMS ABOVE FOR DOD WIPE. IT VENDOR EMPLOYEE PLEASE SIGN, PRINT YOUR NAME & DATE RECEIVED BELOW.					
PICKED UP BY SIGNATURE : NAME PRINTED : DATE PICKED UP:					
FOR DOD WIPE ONLY: I CERTIFY THAT IT TECH HAS RETURNED ALL ITEMS SENT FOR WIPE & RETURN TO DEPARTMENT FOR DISPOSAL					
SIGNATURE WHEN DOD WIPE IS COMPLETED AND RETURNED: NAME PRINTED: DATE					

WIPE CERTIFICATION