

E-Scrap Disposal Form

Texas A&M University Surplus Property

Mail Stop 1477 - surplusproperty@tamu.edu

(Revised 04/11)

- | | | |
|-------------------------------|--------------------------------|----------------------------------|
| <input type="radio"/> SAGO 01 | <input type="radio"/> TEES 08 | <input type="radio"/> TVMDL 20 |
| <input type="radio"/> TAMU 02 | <input type="radio"/> TEEEX 09 | <input type="radio"/> HSC 23 |
| <input type="radio"/> TAES 06 | <input type="radio"/> TFS 11 | <input type="radio"/> Other_____ |
| <input type="radio"/> TAEX 07 | <input type="radio"/> TTI 12 | |

Department/Sub Department Code:

Date:

Indicate below the e-waste items that are being requested to be destroyed via the e-shredder as well as quantity:

- | | |
|--|--|
| <input type="radio"/> Hard Drives_____ | <input type="radio"/> Optical Media_____ |
| <input type="radio"/> Data Tapes_____ | <input type="radio"/> Other_____ |
| <input type="radio"/> Cell Phones_____ | If Other, please specify:_____ |

Name of person preparing form:
(Please Print) _____

Name of dept. witness overseeing
disposal:(Please Print) _____

Signature of dept. witness overseeing
disposal: _____

Signature of Surplus personnel
performing disposal: _____

Date: _____

A department that determines that a witness is required in order to fulfill the departmental obligations will need to bring this completed form with them to surplus. If a witness is not required, you may use the standard FDP-411A transfer form.