

Transfer or Retirement of Equipment or Supplies Form ACT 39 Instructions

After your Request to Dispose of Equipment form has been approved by the appropriate Department of Student Activities (DSA) staff, Form ACT 39 must be completed to remove the equipment or supplies. This form is used to transfer equipment to Central Stores as surplus or to another department. You can obtain a blank form from the Business Office or a packet of can be purchased from Central Stores item #72890033. Form ACT 39 is a 4 part form that must be typed. It is not available online. This form must be completed even if items are not tagged and are not valued at \$1000 or more. **The disposal of computers and refrigerators require additional processes and forms** to be attached to Form Act 39. The additional forms and information can be found at www.stores.uconn.edu/surplus.html. Central Stores determines what is salvageable for surplus.

Submit the entire completed ACT 39 form to DSA Business Office for approval. Keep a photocopy for yourself. Once approved, DSA will give you a signed copy. Mail or hand deliver your completed ACT 39 form to Central Stores, Unit 6114. After receiving the ACT 39 form, Central Stores will remove your surplus items as soon as possible. You will be called to arrange a pickup time.

Completing Form ACT 39:

Transferring Equipment to Central Stores – Surplus Program:

From:

Department Name: Student Activities-<Trustee Account Name>

FRS Dept. # 50920

Building: Student Union

Dean, Dir., Head Signature: Leave blank for Student Activities Director Signature

Dean, Dir., Head Print: Student Activities Director Name Typed

Contact Name: S. Sullivan

Phone: 6-3163

Removed By and Date: Leave blank

To:

Leave Blank

From Room: Leave Blank

To Room: Leave Blank

University Tag No.: Must use only one line if item has a university tag no.

Leave blank if not tagged. If not tagged, you can list several items on one line, i.e. 8 blue task chairs.

Description: Complete/concise description including serial numbers

Quantity:

Recommended Disposition: See bottom of form for correct code

Reason for Disposition: **Obsolete, inoperable etc.**

Transferring Property to Another Department:

(If transferring to two different departments, complete one form for each receiving department.)

From:

Same as above

To:

Obtain and record information from receiving department

From Room: Number

To Room: of Receiving Department

University Tag No.: Must use only one line if item has a university tag no..

Leave blank if not tagged. If not tagged, you can list several items on one line, i.e. 8 blue task chairs.

Description: Complete/concise description including serial numbers

Quantity:

Recommended Disposition: 1

Reason for Disposition: State reason

The information below is copied from the Central Stores' website: www.stores.uconn.edu/surplus.html

Surplusing Computers

Per federal and state statutes associated with confidential information, the University **requires** that all software and data files in computers and all electronic storage devices be **electronically purged** (destroyed) prior to surplusing or transferring the computer/electronic storage device. For more detailed information regarding this policy, please see [University Policies](#), University Information Technology Services, "Device and Media Control."

To assist departments with this "electronic purge" requirement, a CD/Disk ("[Data Wipe Utility](#)") may be ordered from Central Stores, item # 78610005, at a charge of \$5.00.

In addition to complying with the electronic purge requirement, a [Certification of Data Inaccessibility](#) must be completed and submitted along with a completed Form ACT 39. Both forms must be completed before Central Stores can move computers/electronic storage devices to surplus.

Degaussing Service for Computers

If you are not able to purge (destroy) software and data in computers, Central Stores has degaussing service available. Degaussing removes unwanted magnetism from the read/write head in a disk or tape drive, permanently destroying the electronic device (it can not be reused).

The degaussing service form is available online, [Degauss Electronic Storage Media](#). It must be signed by a Dean, Director, or Department Head. Print and complete the form, wrap it around the electronic storage device, and place it in the drop box in the warehouse.

Degaussing service is done weekly, as needed. If you want the electronic device returned to you, please indicate this on the degaussing service form. Provide your name and department address. The device will be placed in the campus mail for delivery back to you. This is only necessary if you have to return it to a vendor to satisfy a replacement or warranty issue. If you do not indicate on the degaussing service form that you want the electronic device returned to you, Central Stores will dispose of it appropriately after it is destroyed.

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Removal of Refrigerants or Oils

In order to comply with state and federal environmental regulations, any item suspected of containing refrigerants or oils and inoperable, must have the refrigerants or oils removed before Central Stores can take the item away for disposition. A facilities work order must be submitted to accomplish this. The work order may be submitted via phone at 486-3113 or 486-3114. You may also submit an [online work order request](#) available on the Facilities Administrative Services home page.