**This list should include each piece of IT equipment presented for surplus. Add lines as necessary, or attach a separate listing to this form.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ID** | **Serial Number** | **Equipment Make/Model and Brief Description** | **Equipment Sanitized** | **Storage Device Sanitized** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
| 8 |  |  |  |  |
| 9 |  |  |  |  |
| 10 |  |  |  |  |
| 11 |  |  |  |  |
| 12 |  |  |  |  |
| 13 |  |  |  |  |
| 14 |  |  |  |  |
| 15 |  |  |  |  |
| **Total Equipment Sanitized:** |  |  |
| **Total Storage Devices Sanitized:** |  |

Attestation of Sanitization of Equipment and any/all Removable Media (hard drives, storage devices, etc.)

I hereby attest that all \_\_\_\_\_\_ pieces of equipment have been properly sanitized by physical removal of all storage devices/media and that all \_\_\_\_\_\_ hard drives have been securely erased using a disk wipe software utility and/or degaussing procedure in compliance with ITP-SEC015 and removed from any equipment provided as part of this surplus.

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title (CIO or Designee):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**This Chain of Custody should be executed by any party releasing or receiving this equipment during the surplus process. Add lines as necessary**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date/Time** | **Release By****(Printed and Signed)** | **Received By****(Printed and Signed)** | **Location/Comments** | **ITP SEC015\*** |
|  |  |  |  |  |
|  |  |  |
|  |  |  |  |  |
|  |  |  |
|  |  |  |  |  |
|  |  |  |

**\*Each individual releasing and/or receiving must check this box to indicate they have complied with their responsibilities as outlined in ITP-SEC015.**