

Equipment Change-of-Ownership Form

This form is used to monitor the change of ownership of IT equipment from the University to the applicant, a private owner. Approval is needed irrespective of the source of the funds used for the initial purpose. The applicant is responsible for obtaining authorisation, which must be from the Head of School as delegation is not possible. The applicant should inform their relevant supervisor of their request and complete this form prior to action being taken.

APPLICANT DETAILS

Name: _____ Employee/Student No: _____
 Phone: _____ Email: _____
 Supervisor Name: _____ Supervisor Signature: _____

DESCRIPTION OF EQUIPMENT

Date of Equipment Transfer: _____

Make and Type	
Model	
Serial Number	
UNSW Asset Number	

REASON FOR REQUEST

- Equipment contains data and configured software valuable to my research
 Other Reason: _____

ABOUT SOFTWARE LICENCING

Much of the software used at CSE is licensed for use by CSE or UNSW and may not be used on privately owned equipment. Where such software is installed on equipment it must be removed before CSE gives it to a private owner and it must not be returned to the equipment afterwards, such as from a backup. Such licensed software includes:

- UNSW "CAUDIT" Microsoft Operating Systems and Office Applications
- UNSW licensed Matlab
- UNSW licensed Mathematica

CSE licensed MSDNAA software may continue to be used by former students and employees so long as it is not used for commercial purposes or to develop or maintain an administrative or IT system.

AGREEMENT

- I. I will only keep software on the equipment as permitted by the software licensing restrictions for privately owned equipment.
- II. I believe the equipment is no longer needed by CSE and was to be disposed of.
- III. I release CSE/UNSW from administering the equipment and understand I am fully accountable and responsible for maintaining and eventually disposing of the equipment.
- IV. I agree to wipe data saved on the equipment before I give it away or dispose of it.
- V. I have read and understood following policy document:
http://taggi.cse.unsw.edu.au/Policies/Giving_Old_Computers_to_Staff_and_Students

Signature: _____ Date: _____

AUTHORISATION (Supervisor and Head of School)

Supervisor Name: _____ Signature: _____ Date: _____
 IT Manager: _____ Signature: _____ Date: _____

FURTHER INFORMATION

Date Actioned: _____ Date School register updated: _____
 Signature (School Assets): _____ Date: _____

ONCE FORM HAS BEEN COMPLETED, IT MUST BE SUBMITTED TO CSE Finance Office (K17, G08) FOR APPROVAL