

**COUNTY OF SAN DIEGO**  
**Department of Purchasing and Contracting**

**DISPOSITION OF I.T. MINOR ASSET SUPPLEMENTAL**

All devices must be reset to the factory default setting

DESCRIPTION (BRAND AND MODEL)	SERIAL NUMBER	PASSWORD TO UNLOCK	GRANT FUNDED (Y/N)

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**PHOTOS REQUIRED FOR APPROVAL**

- (1) SIM cards are not required to accompany phones/devices, but will be wiped/destroyed if included.
- (2) Batteries MUST accompany phones when packed for shipment; devices should include all original parts.
- (3) Batteries may be removed from device, but must accompany the device in shipping.
- (4) Batteries may be taped to the exterior of the phone, which must be wrapped in paper or plastic.
- (5) Devices (and batteries) must be wrapped prior to placing in box to avoid breakage/damage.
- (6) Samsung units must remove Google.
- (7) Apple Units must remove iCloud/Find My Phone prior to sending.

**Disposition of Mobile Devices Supplemental Form must be processed as follows:**

**THE INITIATING DEPARTMENT WILL COMPLETE ON FORM:**

- (1) Description, Brand and Model (Required)
- (2) Serial or Manufacturer Number (Required)
- (3) Password to Unlock Device (Required)
- (4) Was device was grant funded (Required)
- (5) Scan original and e-mail a copy which includes photos of mobile equipment to  
PropertyDisposal.CS@sdcounty.ca.gov.