

## VUMC Relinquishment Form

FOR INTERNAL VANDERBILT UNIVERSITY MEDICAL CENTER USE ONLY

For processing of your relinquishment form, please email completed form to [export@vumc.org](mailto:export@vumc.org).

Tangible Vanderbilt University Medical Center-owned property becomes subject to export controls when taken outside the United States. As such, VUMC hereby relinquishes the property described below to become personal property of the beneficiary upon the date of execution, notated by all three signatures below.  
As recipient of this property, the beneficiary takes full ownership including permanent rights of transfer, at the execution date of this Relinquishment form.

**For the Beneficiary:**

- 1) Complete this relinquishment form **before** relinquishing VUMC-owned property, especially if destined for a location outside of the U.S.\*  
\*The following exceptions apply - this form **cannot** be used for export to any Tier 1 or 2 Country of Concern, as found here:  
<https://www.vumc.org/globalsupport/countries>.
- 2) Email a signed copy of this form to [export@vumc.org](mailto:export@vumc.org).
- 3) Keep this signed form in your VUMC records for ten (10) years from the date of relinquishment.

**Beneficiary Information (Individual Receiving the Property):** *Please do not use acronyms*

Beneficiary's Name:

Country of Nationality:  Email:

Department:

**VUMC property being relinquished (includes equipment, electronics, software, materials, etc.):**

Item 1:  If other, please describe:

Name of Item:  Manufacturer:  ECCN:

Approximate Value:  Serial Number:

Item 2:  If other, please describe:

Name of Item:  Manufacturer:  ECCN:

Approximate Value:  Serial Number:

Item 3:  If other, please describe:

Name of Item:  Manufacturer:  ECCN:

Approximate Value:  Serial Number:

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1. I will not export or reexport the property, software, and/or technology to any [Tier 1 or 2 Country of Concern](#) or any other country or territory subject to U.S. trade sanctions;
2. I will not take any commodities, software, and/or technology incorporating Vanderbilt University Medical Center-generated, non-commercial encryption code outside the borders of the United States without prior approval from VUMC's Export Compliance office;
3. If the property is an electronic device such as a laptop, cell phone, PDA, tablet, etc., per VUMC IT protocol, I will submit the [Reclaim Device ticket](#) in Pegasus.

**\*Special Notes:**

- a) For an end user device to leave VUMC, a system wipe on the device must occur. This signifies a full-disk wipe, which will leave the device with a completely blank hard drive - no operating system or software, and unbootable.
  - b) The machine will need to have an operating system and other software reinstalled **outside of VUMC**.
  - c) All software on VUMC systems, including the Windows operating system, is licensed to VUMC via non-transferrable and non-perpetual (i.e. temporary) license. VUMC has the discretion to allow for the relinquishment of a piece of *hardware* (a VUMC asset for which ownership can be transferred); however, VUMC does not maintain the rights or privileges to relinquish *software* licensed to VUMC to be transferred with the device as such software is not owned by VUMC.
4. I understand this Relinquishment form is valid **only** for the property(ies) described herein, and not for any other property, equipment, software, technology, data, information or materials:
    - a) I will ensure that VUMC IT has deleted any third party proprietary data, VUMC proprietary data, or unpublished technical data from the property(ies) described herein.
  5. Personal ownership and rights to the aforementioned property does not remove any other requirements, conditions, or restrictions as outlined in a separate contract, non-disclosure agreement, assurance letter, or technology control plan.

**Note:**

**All exports** of VUMC-owned property (even temporarily) are subject to review by VUMC Export Compliance and **may require** a license from the United States government due to certain controls.  
VUMC-owned, export-controlled items and/or information **may not** be exported without appropriate review and/or licensing.

**Beneficiary signature below indicates:**

**I agree to the terms and conditions of this Relinquishment form, and I understand that violations of United States export control laws are punishable by severe civil and criminal penalties, including monetary fines for which I may be personally liable, up to and including employment termination and/or imprisonment:**

Signature of Beneficiary:  Date:

Signature of responsible VUMC official:  Date:

Signature of VUMC Export Compliance:  Date: