

REQUEST TO SURPLUS TECHNOLOGY EQUIPMENT

If you have a computer or other technology equipment that is no longer needed in your room, follow these steps to have Technology Services approve it for surplus.

- 1. Complete this form for each piece of equipment to be surplus and attach it to the equipment.*
- 2. Submit a Help Desk Ticket with the Subject: "**Surplus Equipment.**" Include the following information:*
 - Your Building and Room Number*
 - Description of equipment. (Note: If you have multiple items, you can include all items in one Help Desk Ticket.)*
- 3. Keep the equipment in your room until Technology Services OK's for pickup.*

Building: _____ Room: _____

Person Submitting Request: _____ Date: _____

Description: Please include information that will help identify the equipment.

Examples: Lenovo computer on Teacher Desk, OR Set of SMART Clickers

****This information is needed for District records.**



To Be Completed by Technology Services

Problem with equipment: _____

Item Description: _____

Serial # _____ Asset Tag #: _____

All software has been removed: Yes No

Please transfer this equipment to: Warehouse TLC

Technology Services Approval: _____