Notice of Computer Release

The protection of University information technology assets is a primary focus. System administrators must take steps to protect information technology assets in line with University Policy #880. When a computer is released, it must have all software licenses and data removed prior to be turned over to Property Management.

In order to make sure that your computer has been properly formatted and presents no risk to the University, it must be reviewed by a designated systems administrator, who will sign this form.

APPROVAL FOR RELEASE:

I, ___________________, have reviewed this computer, ______________, ______________, _____________, (Print Full Name) (Maker) (Model)

____________, and agree that no software, operating system or data reside on the (Serial Number)

computer and that it has been formatted.

☐ Check here if the hard drive has been removed.

________________________________ Signature of System Administrator

________________________________ Date

Please submit this form with the completed Inventory Release Form to release the computer equipment to Property Management.