

Please follow the steps below when disposing of data holding University assets

- From the Quicklaunch tab
- IT Help
- General IT Service
- select other or hardware
- fill out form
- select equipment from list (if equipment is not listed, select "not listed")
- select The device has University asset tag
- enter asset number
- if disposing equipment, attach the completed disposal form/s (combine if more than 1 page)

CITS will then contact you to regarding the equipment

Thank you,
Sharon

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