

**DECLARATION OF UNUSABLE/OBSOLETE PROPERTY**

\*UMD recycles obsolete computers, monitors, servers and other office equipment

Do you require moving service? Yes  No

If moving service required please contact facilities to arrange for moving of equipment to recycling or disposal center.

This form is to be used for disposal and recycling of equipment. Please complete form fully and return to Property Control Office, Power Plant

Requestor Name: \_\_\_\_\_

Phone: \_\_\_\_\_

UMD Email: \_\_\_\_\_

Department: \_\_\_\_\_

Tag # (If Applicable)	Item Description	Mfg.	Model #	Serial #	Location(Bldg/Rm)
<b>Reason For Disposal?</b>					
<b>Reason For Disposal?</b>					
<b>Reason For Disposal?</b>					

I affirm that I have had CITS remove all data and files from any computer being disposed of.

\_\_\_\_\_  
Requestor Signature: (Date)

\_\_\_\_\_  
Dean/Dept Chair/Director (Print)

\_\_\_\_\_  
**Dean/Dept Chair/Director (Signature) (Date)**

\_\_\_\_\_  
Property Control (Date)