

## Surplus Equipment Return Form

I \_\_\_\_\_ representing \_\_\_\_\_  
(District representative) (School district name)

Request to have surplus equipment picked up by The Western New York Regional Information Center.

\_\_\_\_\_  
(Signature) (Printed name) (Date)

### Western New York Regional Information Center Surplus Return Policy

1) Before surplus computer equipment can be returned to the Western New York Regional Information Center (WNYRIC) we must receive:

- A) A completed copy of this request form.
- B) A complete list of all equipment. This list must contain the following information for each piece of equipment:
  - a) Item (ie Computer, Printer)
  - b) Manufacturer (ie: Apple, IBM)
  - c) Model Number
  - d) Serial number.

**Example: Computer    Apple    5400    NH53610GM876**  
**Monitor    Dell    M551    PX56A**

2) Please do not remove hard drives from equipment. The WNYRIC will ensure that all hard drives are wiped clean before the equipment is recycled.

3) Please do not enclose surplus equipment in any type of box (with the exception of keyboards and mice). We need to be able to inspect each piece when we pick up the equipment. Putting the equipment in boxes hinders the process we have to follow to surplus this equipment.

4) On the day of surplus pick up please have all surplus assembled as close as possible to your loading dock or delivery location. Thank you for your help!!

### Contact Information for Pick Up Date

Name \_\_\_\_\_ Telephone # \_\_\_\_\_

**Please fax the requested information to WNYRIC at (716)821-7394**

For WNYRIC Use Only

Date certification received \_\_\_\_\_ Pick up Date \_\_\_\_\_  
Rev-G 05/2013