1. PRINT OUT AND COMPLETE THIS FORM. **Surplus will not take hardware unless a copy of this form is completed and attached to each item.**

2. PUT A COPY IN CARMEN ADKISSON'S BOX.  
   (Carmen will then notify Pam to place order requesting pick-up.)

3. TAPE ORIGINAL TO THE ITEM

4. LEAVE ITEM IN YOUR OFFICE UNTIL...  
   (The day prior to scheduled pick-up, Pam will send you an email requesting that you leave it outside your office.)

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**Vanderbilt Surplus Computer Tracking Document**

Date: ________________________________

Department: __________________________________________________________

**Computer information:**

I hereby certify that the computer listed below has been cleaned of all data.

Name (printed): _______________________________________________________

(signed): ___________________________________________________________

Manufacturer: _______________________________________________________

Model #: ___________________________________________________________

Serial #: ___________________________________________________________

Processor: __________________________________________________________

Year computer was purchased?: ________________________________

Is the computer functional?   □ YES   □ NO

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**Printers and Other Peripherals**

Type of equipment (printer, scanner, etc.): ______________________________

Manufacturer: ______________________________________________________

Model #: __________________________________________________________

Serial #: __________________________________________________________

Is this peripheral functional?   ____YES   ____NO

If NO, please explain: ________________________________________________