

COMPUTER RELEASE FORM

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.

EQUIPMENT INFORMATION

I, _____, have reviewed this computer, _____,
(Print Full Name) (Make/Model)
_____, and agree that no software, operating system or data reside on
(Serial Number)
the computer and that it has been formatted.

The registration for this device has been removed from the University's "Bradford" network access system. [Responsibility of the releasing department]

The hard drive has been removed.

APPROVAL FOR RELEASE:

Signature* _____ Date _____
