Reporting the Disposition of Retired Personal Computer's

CCIS Name: _____ **CCIS Contact information**: _____
Address 1: _____ **Phone:** _____
Address 2: _____ **Fax:** _____

Please complete the boxes below for each old PC and attach proof that the drive is wiped clean.

Manufacturer and Model Number	Serial Number	Name and Address of Buyer or Name and Address of Agency receiving donated PC (if applicable)	"Donated", "Kept", "Sold" or "Surplus"	Sale Price if Applicable	Date: Hard drive erased on old PC

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