

COMPUTER TECHNICIAN AGREEMENT FORM

In accordance with the new Policy and Procedure set by the State of Arkansas all operable computers, laptops and data storage equipment must be overwritten prior to being surplus, to assure that no University of Arkansas data can be retrieved. Equipment must be overwritten with the state approved software. Inoperable equipment must have the hard drives pulled and taped to the case prior to being surplus. Operable hard drives that can be used to maintain other equipment in the department may be removed and retained by the departmental computer technician. After equipment has been submitted into the surplus system a "Computer Release" form will be sent to the departmental contact. The departmental computer technician must complete, sign and fax the "Computer Release" form to the Surplus Warehouse. A work order for the pick up of equipment will be placed with PHPL only after the Surplus Warehouse Manager receives the "Computer Release" form.

I have read and agree to follow the University of Arkansas Policy and Procedure as mandated by the State of Arkansas on the disposition of computers.

Departmental Computer Technician

BUNIT

Signature

Date