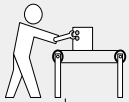


# University of Northern Iowa Computer Equipment Removal Procedures

## Equipment to be Sold at Auction



Cleanse the Computer Hard Drive



Complete the "Data Cleansed Certification" sticker and place on the computer  
(Stickers can be obtained from Campus Supply)



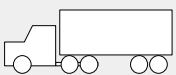
Complete the following forms:

- Equipment Inventory Deletions Report
- Transit/Surplus Form

Mail completed reports to:  
Vince Heuer, Fixed Assets Accountant  
Office of Business Operations  
Gilchrist 256  
Mail Code 0008



Business Operations (Vince Heuer, 273-3527) will arrange for Transportation to pick-up the equipment, will prepare for an onsite tag sale, **or** will reassign the equipment on campus.

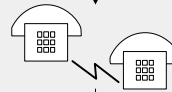


Transportation picks-up equipment going to auction.  
**NOTE: Computers that have not been cleansed will not be picked-up.**

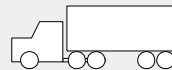
## Non-Functioning Monitors & UPS Batteries\*



Label the unit as non-functioning.



Contact the Physical Plant (273-4400)



Transportation picks-up the monitor and disposes of the unit properly.

