

ADMINISTRATIVE REGULATION AND PROCEDURE

DISPOSAL OF COMPUTER EQUIPMENT

GG0201-2

Revised 2/18/05

**Appendix A
Request for MATC Used Computers**

Note: MATC used computers are computers that have been heavily used over a long period of time. This equipment may break down at anytime and MATC is not responsible for providing any technical or other type of support for any computer or related equipment after it has been donated or sold.

Current date: _____ Organization’s phone number: _____
Name of requesting organization: _____

Requesting organization is (check one):

- 1. An agency of the State of Wisconsin _____
- 2. Part of a Wisconsin City or County governmental unit _____
- 3. A not-for-profit 501.c3 charitable organization _____
(if so, please attach a copy of your charter).

Address where the requested used computers would be installed:

How many used computers are you requesting? _____

How will these computers be used at your organization?

By signing below, you agree to properly dispose of the requested computers – at your organization’s expense - when they are no longer needed at your organization. Please also be advised that this property is being provided “as is” with no warranties of any type attached. Furthermore, it is your responsibility to remove this equipment from the designated MATC location at your own cost. By accepting this equipment, you also agree to indemnify, defend and hold MATC and its agents, officers and employees, harmless from and against all loss or expense, including attorney fees and costs, sustained in the actual moving and/or use of the equipment.

This request must be signed by the President / Chief Executive of your organization.

Signed by: _____ Title: _____

Date: _____ Requestor’s Phone Number: _____



ADMINISTRATIVE REGULATION AND PROCEDURE

DISPOSAL OF COMPUTER EQUIPMENT

GG0201-2

Appendix A – cont'd.

This portion of the form will be completed by MATC's Finance Division

Date this request received: _____ Date this review was completed: _____

_____ This request for MATC used computers is approved.

_____ This request for MATC used computers is denied.

Comments:

Signed: _____ Date Signed: _____