

# Retrieval of Computer Equipment From Surplus

The Medical School Information Technology (MSIT) department has reviewed the case of \_\_\_\_\_, and will allow them to remove the following computer equipment from Surplus for use at the Medical School:

Quantity	Description
	Computer(s)
	Monitor(s)
	Printer(s)
	Scanner(s)

By signing, all parties acknowledge the following:

1. Equipment taken from Surplus is used, and therefore no longer under any type of warranty or service contract.
2. Equipment taken from Surplus has a much greater chance of failure than newly purchased items.
3. MSIT will not take any responsibility for the loss of data associated with hardware failures. It is the responsibility of the person removing equipment to back up all data.
4. MSIT will not replace failed/missing hardware in equipment removed from Surplus. The burden of purchasing replacement parts will lie solely with the person that removed the equipment. At our discretion we may be able to help with replacement hardware installation.
5. MSIT reserves the right to waive the standard 15-minute response time for help desk requests relating to equipment removed from Surplus.
6. Help desk requests involving equipment obtained from Surplus will be given the lowest priority among all pending requests.
7. All equipment removed from Surplus must meet the approval of the department's LAN-Manager, or must be returned to surplus.
8. The minimum requirements for any PC removed from surplus are: 700MHz CPU and 256MB of RAM. These minimum requirements will allow Windows XP Professional and anti-virus software to run (both are required) and still have sufficient system resources remaining to run a web browser or individual Microsoft Office products.

<i>Title</i>	<i>Name</i>	<i>Signature</i>	<i>Date</i>
LAN-Manager			

This form is only valid for 30 days after the LAN Manager's signature.